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This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Technical, Trade and Industrial, General Vocational and Technical Education, and Other Resources. An author index, document number index, and subject index are provided. Most of the documents which have not been announced in "Research in Education," are available as a separate microfiche set from the ERIC Documents Reproduction Service (VT 009 405). Others are available from the source identified in the abstract. (EL)

ED032433

ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

SUMMER 1969

ERIC CLEARINGHOUSE
THE CENTER FOR VOCATIONAL
AND TECHNICAL EDUCATION
THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO

VT009404

The Center for Vocational and Technical Education has been established as an independent unit on The Ohio State University campus with a grant from the Division of Comprehensive and Vocational Education Research, U.S. Office of Education. It serves a catalytic role in establishing consortia to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach, and interinstitutional in its program.

The major objectives of The Center follow:

1. To provide continuing reappraisal of the role and function of vocational and technical education in our democratic society;

2. To stimulate and strengthen state, regional, and national programs of applied research and development directed toward the solution of pressing problems in vocational and technical education;

3. To encourage the development of research to improve vocational and technical education in institutions of higher education and other appropriate settings;

4. To conduct research studies directed toward the development of new knowledge and new applications of existing knowledge in vocational and technical education;

5. To upgrade vocational education leadership (state supervisors, teacher educators, research specialists, and others) through an advanced study and inservice education program;

6. TO PROVIDE A NATIONAL INFORMATION RETRIEVAL, STORAGE, AND DISSEMINATION SYSTEM FOR VOCATIONAL AND TECHNICAL EDUCATION LINKED WITH THE EDUCATIONAL RESOURCES INFORMATION CENTER LOCATED IN THE U.S. OFFICE OF EDUCATION.

Abstracts of
Instructional Materials
in
Vocational and Technical Education

SUMMER 1969

This publication was prepared pursuant to a grant with the Office of Education, U.S. Department of Health, Education and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official Office of Education position or policy.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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ERIC Clearinghouse
The Center for Vocational and Technical Education
The Ohio State University
1900 Kenny Road, Columbus, Ohio 43210

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PREFACE

Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and the companion publication Abstracts of Research and Related Materials in Vocational and Technical Education (ARM) announce the availability of documents acquired and processed by the ERIC Clearinghouse on Vocational and Technical Education. AIM includes abstracts of materials typically designed for teacher use or student use in the classroom, and annotations of bibliographies or lists of instructional materials. It will be of particular interest to teachers, curriculum specialists, supervisors and administrators involved in the use of instructional materials in the teaching-learning setting, or in curriculum development. ARM incorporates abstracts of research and other materials which are useful to a wide audience or users such as researchers, supervisors, teacher educators, education specialists, administrators, teachers and others who have an interest in vocational and technical education. These publications prepared by the ERIC Clearinghouse on Vocational and Technical Education are published quarterly beginning with the Fall 1967 issue.

The ERIC Clearinghouse on Vocational and Technical Education is a division of the Center for Research and Leadership Development in Vocational and Technical Education located at The Ohio State University and is one of the clearinghouses of the Educational Resources Information Center (ERIC-USOE). With the growth of vocational and technical education programs, there is an increasing need for accessible information that can be used in developing logical chains of reasoning for research activities, for improving school practices and for shortening the theory-practice gap. This Clearinghouse is striving to provide a useful and vital function in dissemination of information on vocational and technical education. ARM and AIM give visibility to a document-based information system which constitutes an on-going data bank of research and resource materials in vocational and technical education. Following are some of the benefits derived from this data base:

* A central source of information to be reviewed and synthesized into state-of-the-art papers, critical reviews, interpretive papers, etc.

* A resource which includes different kinds of materials, e.g., instructional materials, descriptive reports, survey reports, dissertations, conference proceedings, program plans or procedures, research reports.

* Provision for availability of primary source materials through the ERIC Document Reproduction Service (EDRS) and/or other distribution agencies.

* A source of bibliographies and a resource for development of bibliographies.

* A source of materials for different user groups (i.e., administrators, supervisors, teacher educators, teachers, legislative and advisory bodies) with information needs in such diverse areas as teaching and learning, manpower needs and requirements, research design and methodology, evaluation.

Since this Clearinghouse is a component of a larger information system, ERIC, it is logical that certain similarities among publications exist. In this regard the format of ARM and AIM is similar to that of Research in Education (RIE)[1], the primary publication of the Educational Resources Information Center (ERIC). RIE

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[1] Research in Education is published 12 times a year. The first issue was no. 1, November 1966. Subscription: Domestic $21.00 a year; foreign $5.25 additional. Single copy: Domestic, $1.75. Send check or money order (no stamps) to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

includes abstracts from all ERIC Clearinghouses. The abstracts of materials reported in ARM relate specifically to the educational field of vocational and technical education and constitute a segment of ERIC, the national information system for American education.

In addition to the two quarterly publications, Abstracts of Research and Related Materials in Vocational and Technical Education (ARM), and Abstracts of Instructional Materials in Vocational and Technical Education (AIM), other publications will be issued from time to time. These will typically concern themselves with reviewing and synthesizing information in specific areas of vocational and technical education, e.g., Review and Synthesis of Research in Technical Education; Agricultural Education; Home Economics, etc.

We are indebted to our colleagues within the profession for their cooperation in forwarding materials to the clearinghouse and for their suggestions and comments which have materially assisted in the development of this program. We anticipate further refinement and improved procedures with the continued assistance of our advisory committee.

Robert E. Taylor
Director

INTRODUCTION

Organization of ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

Abstracts of Instructional Materials in Vocational and Technical Education relies upon two basic formats--resumes and indexes--to serve the browser and those seeking specific information. The resumes are organized according to vocational service groupings in the first section of the document. Under each grouping, the resumes are arranged by Vocational Technical (VT) number which is an identification number assigned to reports as they are processed. Resumes contain an abstract which indicates the contents of a document in two hundred words or less. Additional components of a resume are explained in a diagram on page ix immediately preceding the resume section.

Several indexes are located after the resume section to provide specific approaches to documents reported in the resume section. These indexes are:

Personal and Institutional Author Index
Document Number Index
Conversion of Document Number (VT to ED or MP, ED or MP to VT)
Subject and Identifier Index

All of the indexes refer to page numbers in this publication to enable the reader to quickly locate any resume of interest.

Availability of AIM

AIM is published quarterly (Fall, Winter, Spring, Summer). The first issue began Fall 1967. At this time the four issues for the period Fall 1967 - Summer 1968 and the AIM-ARM Annual Index 1967-68 (ED 022 064) MF - $.50 or HC - $6.45 are available only on microfiche or facsimile copy. Annual subscriptions are available beginning with Fall 1968. Microfiche or facsimile copy for all previous issues may be ordered from ERIC Document Reproduction Service, The National Cash Register Company, 4936 Fairmont Avenue, Bethesda, Maryland 20014. Please write to EDRS for order forms.

ED 013 337	Fall 1967 AIM	MF - $ .75	or	HC - $ 9.35
ED 015 336	Winter 1967 AIM	MF - $1.00	or	HC - $10.50
ED 017 745	Spring 1968 AIM	MF - $ .75	or	HC - $ 9.95
ED 020 441	Summer 1968 AIM	MF - $ .75	or	HC - $ 8.95
ED 023 936	Fall 1968 AIM	MF - $ .75	or	HC - $ 9.30
ED 028 302	Winter 1968 AIM	MF - $ .75	or	HC - $ 8.45
ED (See Nov. '69 RIE)	Spring 1969 AIM	MF - $ .75	or	HC - $ 8.70

Subscriptions for hard copy may be initiated with the Fall 1968 issue, or subsequent issues. Send order indicating quarter and year that subscription is to begin to:

ERIC Clearinghouse
The Center for Vocational and Technical Education
1900 Kenny Road
Columbus, Ohio 43210

Availability of Materials Reported in AIM

A basic concept of the ERIC system is to make known the availability of the full text of materials abstracted. Most of the materials processed into the ERIC system with an ERIC Document (ED) number will be available from the ERIC Document Reproduction Service (EDRS) in the form of microfiche or facsimile copy. There is an EDRS availability line with each abstract which indicates if a document may be obtained from EDRS. If a document is not available from EDRS, the agency and address from which the document may be obtained is in the resume. Microfiche or facsimile copy must be ordered by ED (ERIC Document) number since EDRS is not set up to respond to requests for materials by subject, author, or title. AIM and ARM indexes can be used to determine ED numbers which relate to problem areas. Always check the most current issue of RIE for the latest price schedules and ordering procedure for microfiche (MF) and facsimile copy, called hard copy (HC).

Materials with ED numbers are announced in Research in Education (RIE) as well as AIM or ARM. These are available as individual documents through EDRS or another source. Documents with VT numbers only are not announced in RIE but are included in AIM and ARM. They are not available as individual documents from EDRS but as part of a VT-ERIC set. Microfiche for an individual document in one of these sets is obtainable only through purchase of the set or from agencies that have this set and have the capability of reproducing microfiche. Reports in these sets are identified in the resume by the phrase MF AVAILABLE IN VT-ERIC SET. The documents are grouped in VT number sequence in the microfiche set for each issue of AIM or ARM. Each set is announced in RIE under a single (ED) number. The Fall 1967 - Summer 1968 Microfiche Collections contain documents with VT numbers only and ED documents. Beginning with Fall 1968, the microfiche set contains the documents which have only VT numbers. Thus the microfiche collection for a particular issue of ARM now contains the items in that issue of AIM which have the statement, MF AVAILABLE IN VT-ERIC SET, in the resume. These sets may be ordered from EDRS. Information to be used in ordering the sets for AIM follows:

AIM Microfiche Collections

AIM	ED Number	Microfiche
Fall 1967	ED 013 339	$22.25
Winter 1967	ED 015 349	$40.25
Spring 1968	ED 017 746	$54.00
Summer 1968	ED 020 442	$53.00
Fall 1968	ED 022 971	$38.50
Winter 1968	ED 028 305	$41.00
Spring 1969	ED (See Nov. '69 RIE)	$58.50

It should be noted that organizations which have standing orders with EDRS for the total microfiche collections in RIE will automatically receive the ARM and AIM microfiche collections. If an organization wishes to order only the materials abstracted by VT-ERIC which are announced in RIE and are on microfiche, a standing order may be initiated with EDRS for a VT-ERIC package. This package will automatically include the ARM and AIM microfiche collections. Contact EDRS for information about cost of current or retrospective VT-ERIC packages.

Availability Key for Materials Reported in AIM

Accession Number	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided that the information is shown on EDRS price line.
ED appears with reference to an RIE issue (e.g., ED (See Aug. '69 RIE)	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.

Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the abstract.

ERIC Document Reproduction Service (EDRS)

The ERIC Document Reproduction Service (EDRS) is operated by The National Cash Register Company. Request order forms from:

EDRS
The National Cash Register Company
4936 Fairmont Avenue
Bethesda, Maryland 20014

Prices for microfiche and/or hard copy undergo occasional changes which become effective when announced in Research in Education. EDRS prices cited in AIM and ARM reflect the prices in effect at the time of publication. Retrospective use of AIM and ARM requires attention to the most recent price schedules and ordering information which is available in a current issue of RIE.

Scope of the Clearinghouse

The Clearinghouse on Vocational and Technical Education is responsible for acquiring, processing, and disseminating research reports, instructional materials, information analysis products and other resource materials related to vocational and technical education. Coverage includes the specific occupational fields of agricultural education, business and office occupations education, distributive education, health occupations education, home economics education, technical education, trade and industrial education, and new sub-professional fields. The clearinghouse scope also encompasses the related fields of industrial arts education, manpower economics, occupational psychology, and occupational sociology. The following subject categories when specifically oriented to vocational-technical education and its related fields are included in the scope of the clearinghouse: administration and supervision, curriculum, employment and occupations, evaluation and measurements, facilities and equipment, historical studies, individuals with special needs, instructional materials and devices, philosophy and objectives, research design and development, occupational guidance and other student personnel services, students, teachers, teacher education, teaching and learning.

Acquisitions

The adequacy of information in this publication, as well as other services of this clearinghouse, is directly related to the extensiveness of the information acquired and processed into the system. This Clearinghouse has assumed the initiative in obtaining as much of the available information as possible. However, it is impossible for any organization to achieve complete and comprehensive coverage of a field as vast as vocational education without the cooperation and assistance of the profession. The growth and ultimate effectiveness of the system require supplemental efforts of its users. Any person in the vocational or technical field is invited to forward to the Clearinghouse two copies of items relating to vocational-technical education for possible inclusion in the system. Questions relating to this endeavor should be directed to the Acquisitions Specialist at the Center.

Abbreviations

AIM	Abstracts of Instructional Materials in Vocational and Technical Education
ARM	Abstracts of Research and Related Materials in Vocational and Technical Education
ED	ERIC Document
EDRS	ERIC Document Reproduction Service
ERIC	Educational Resources Information Center
HC	Hard copy
MF	Microfiche
RIE	Research in Education
VT	Vocational-Technical

SAMPLE RESUME

VT 002 079   ED 017 657

Karnes, James B.

Medical Record Technology, A Course of Study Designed for Cooperative Part-Time Students Employed in Medical Record Libraries.

Missouri State Dept. of Education, Jefferson City. Industrial Education Section
Missouri Univ., Columbia. Dept. of Industrial Education

EDRS PRICE MF-$0.75 HC NOT AVAILABLE FROM EDRS.

Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($1.50).

Pub Date - Aug64 136p.

*STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; GRADE 11; POST SECONDARY EDUCATION; ASSIGNMENTS; *COOPERATIVE EDUCATION; STUDENT RECORDS; *MEDICAL RECORD TECHNICIANS

Designed for use by eleventh grade cooperative part-time students employed in medical record libraries, this guide may also be used in area vocational or post-high school settings. It was developed by a consultant committee, teacher educators, and research assistants at the state level and revised after use in the field... ....An analysis of medical record technology and progress records to be completed by the employer, teacher, and student are included. The material should be used with related instruction for individual students by a qualified coordinator or competent health occupations teacher. (JK)

Accession Number--an identification number sequentially assigned to reports as they are processed.

Author(s)--the individual(s) who prepared the report.

EDRS Price--price of the document through the ERIC Document Reproduction Service. "MF" means microfiche; "HC" means hardcopy.

Report Number would appear here.

If item cited appeared originally in a journal, a journal citation would appear here.

Publication Date.

Total number of printed pages in the report, including cover and appendices.

Identifiers would appear here. These are acronyms, geographical areas, conferences, organizations, tests (e.g. Binet), etc. Only the major identifiers preceded by an asterisk are printed in the index.

Abstract--a condensation of the report in about 200 words. When applicable, it includes the purpose, means of development, subject-matter content, teacher competency, student requirements, and description of supplementary materials if available.

If ED is followed by numbers, item has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title of report.

Institutional Source--the organization responsible for the report.

Sponsoring Agency--would appear here if different than Institutional Source.

Grant Number and Program Area Number would appear on this line.

Commercial, institutional, and other sources of availability if known at time of printing. Cost is included.

Descriptors--the subject terms assigned by an indexer to characterize the contents of a report. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstractor's Initials.

Availability Key for Materials Reported in AIM

Accession Number:	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided the information is shown on EDRS price line.
ED appears without a number	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.
Items not available through EDRS or in a VT-ERIC set will usually have a source of availability at the end of the abstract.	

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AGRICULTURAL
EDUCATION
SECTION

VT 000 456
Farm and Ranch Business Analysis, the Three Year Course of Study for Adults.

Montana State Univ., Bozeman. Agricultural Education Dept.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 64 113p.

*CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; *FARM MANAGEMENT; *ADULT FARMER EDUCATION; EQUIPMENT EVALUATION; FARM ACCOUNTS; COST EFFECTIVENESS; RESOURCE ALLOCATIONS; EQUIPMENT UTILIZATION; RECORDS (FORMS); RESOURCE MATERIALS

This curriculum guide, developed by a university department after a 3-year controlled pilot program, is meant for use in adult education programs. The first year's program is based on keeping farm and ranch records and includes 15 units. The second year's program is constructed around analysis of farm and ranch enterprise records and includes 11 units. The topic for the third year is developing farm and ranch operator's business management practices and has 12 units. The general format for the individual units includes a description of the situation, suggestions for teaching the unit, reference and teaching aids, and time required. The suggestions section offers information on how to do a particular job or how to present the material. Time allotment for most of the units is from 1 to 2 hours, or one to two class sessions. (RW)

VT 000 584
Sutherland, S.S.
Training Supervisors of Farm Labor, A Guide for Instructors.

California Univ., Davis. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 128p.

JOB ANALYSIS; *TEACHING GUIDES; AGRICULTURAL LABORERS; *AGRICULTURAL EDUCATION; CREW LEADERS; SUPERVISION; SUPERVISORY ACTIVITIES; SUPERVISORY METHODS; *SUPERVISORS; *SUPERVISORY TRAINING; PROBLEM SOLVING; *ADULT FARMER EDUCATION

This guide for use in training farm foremen, superintendents, and crew leaders in principles of supervision, effective relationships with workers, job breakdowns, and job instruction has been pilot tested by 20 teachers. Emphasis is on understanding and training the farm worker. Content includes: (1) supervision, motivation and relationships of the farm worker, (2) a four-step approach to problems in supervision, (3) practice in problem solving, (4) methods of instructing farm workers, (5) job breakdowns, (6) job simplification, and (7) group instruction techniques. The document is organized to be used by an instructor, student, or labor supervisor as a complete instructional manual or as a guide which may be supplemented. Either eight or ten sessions totaling 20 hours are recommended. The appendix includes anecdotes, discussion topics, games, and other class activities appropriate to the course. (DM)

VT 000 857
Bristol, Benton K.
Job Sheets in Tractor Maintenance for Vocational Agriculture. Teacher Education Series, v. 1, no. 2.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, 101 Agricultural Education Building, Pennsylvania State University, University Park, Pennsylvania 16802 ($.50).
Pub Date - 60 55p.

*WORKSHEETS; *STUDY GUIDES; *VOCATIONAL AGRICULTURE; FARM MECHANICS (OCCUPATION); *TRACTORS; *EQUIPMENT MAINTENANCE; RESOURCE MATERIALS; SECONDARY GRADES

Job sheets concerned with technical operations and skills involved in farm tractor maintenance are presented in this document for use as work plans for high school vocational agriculture students and teachers. It was developed under individual authorship by a teacher educator after being tested by teachers. Job titles are: (1) Battery Service, (2) Oil Bath Air Cleaner Service, (3) Spark Plug Service, (4) Magnito Service, (5) Magnito Installation and Timing, (6) Care of Battery Ignition System Wiring, Induction Coil, and Starting and Lighting Equipment, (7) Valve Tappet Adjustment, (8) Compression Testing, (9) Chassis Lubrication, (10) Crankcase, Transmission, Differential, and Final Drive Lubrication, (11) Cooling System Service, (12) Fuel System Service, (13) Front Wheel Bearing Service, and (14) Tractor Trouble Diagnosis. Each job is organized by material and equipment needed, frequency of doing the job, related information, safety precautions, and references. Vocational agriculture teachers may use this material with students who are enrolled in agricultural shop courses. (WB)

VT 001 318
Greenhouses and Related Structures. Slide Series Script.

Ohio State Univ., Columbus. Dept. of Agricultural Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($9.50).
Pub Date - 67 8p.; 62 slides

*VOCATIONAL AGRICULTURE; *SLIDES; *GREENHOUSES; *ORNAMENTAL HORTICULTURE; *NURSERY WORKERS (HORTICULTURE); STRUCTURAL BUILDING SYSTEMS; HIGH SCHOOLS; GRADE 11; GRADE 12; BUILDING MATERIALS; BUILDING DESIGN

Developed as a slide series with an accompanying script in greenhouses and related structures, this reference material is for audiovisual classroom use as part of an ornamental horticulture unit for potential greenhouse workers. Contained in the script are descriptions of slides relating to greenhouse functions, uses of greenhouses, greenhouse shapes, covering materials, greenhouse heating, ventilation and cooling, and related structures. The recommended time allotment for this 62-slide series is one hour for grades 11 and 12. Teachers should be competent in vocational horticulture. The document is mimeographed. (DM)

VT 001 562
Hutson, Denver B.
Teaching Agricultural Mechanics. A Guide for Teachers of Vocational Agriculture for Developing a Course of Study in Vocational Agriculture I. Monograph-63.

Arkansas Univ., Fayetteville. Dept. of Vocational Teacher Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun63 126p.

*CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *STUDENT PROJECTS; *FARM MECHANICS (OCCUPATION); GRADE 9; GRADE 10; EDUCATIONAL EQUIPMENT

Developed for use in teaching basic skills in the vocational agriculture laboratory, this teacher's guide is for use with 9th or 10th grade students in an agricultural mechanics occupational cluster. The content includes units on (1) Lettering and Drawing, (2) Woodworking, (3) Sheet Metal, (4) Finishing, Painting, and Glazing, (5) Tool Fitting, (6) Electricity, (7) Concrete, and (8) Arc Welding. Supplementary materials include plans for 8 elective projects, suggestions for small group instruction, a progress record chart, suggestions for demonstration evaluation, a course calendar, a suggested tool list, a suggested orientation unit, and a list of selected references. The teacher for this 80-hour unit should be skilled in mechanics and use additional supplemental media. (DM)

VT 001 682
Supervised Practice in Agricultural Occupations for Students of Vocational Agriculture. Teacher's Guide for Developing an Effective Program of Work Experience in Agricultural Occupations.

Clemson Coll., S.C. Dept. of Agricultural Education
South Carolina State Dept. of Education, Columbia
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Oct63 6p.

*VOCATIONAL AGRICULTURE; *COOPERATIVE EDUCATION; *PROGRAM DEVELOPMENT; *PROGRAM GUIDES
SOUTH CAROLINA

Useful suggestions concerning supervised practice in agricultural occupations are given in this guide. The purpose, students served, areas of training, hours of experience, and responsibility for supervision are explained. Suggestions for starting the program are given in the form of five steps which include: (1) determining students' needs, (2) locating training stations, (3) approving training stations, (4) placing and supervising students. The necessary records are listed. (JM)

VT 001 697
Cushman, Harold R.
Planning and Carrying Out Your FFA Chapter Program of Activities. Cornell Miscellaneous Bull-53.

New York State Coll. of Agriculture, Ithaca
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jan64 12p.

*YOUTH CLUBS; *PROGRAM PLANNING; *VOCATIONAL AGRICULTURE; PROGRAM DEVELOPMENT; *COCURRICULAR ACTIVITIES; *STUDENT ORGANIZATIONS; ACTIVITIES
FUTURE FARMERS OF AMERICA

Information on Future Farmers of America program planning provides specific suggestions for stating and recording activities, goals, and ways and means. Criteria for the selection of activities are provided. Methods and steps for developing the program are suggested. Activities of award-winning FFA chapters are listed under each of the major program areas: (1) supervised farming, (2) cooperation, (3) community service, (4) leadership, (5) earnings and savings, (6) conduct of meetings, (7) scholarship, (8) recreation, (9) public relations, and (10) state and national activities. Methods of making the chapter program plan work, competing in chapter contests, and financing chapter activities are described. (JM)

VT 001 941
Horstman, H.C.
Is Your Future in Vo-Ag? Agdex-30/20

Ohio State Univ., Columbus. Dept. of Agricultural Education
Ohio State Dept. of Education, Columbus. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 64 15p.

*VOCATIONAL AGRICULTURE; *PROGRAM DESCRIPTIONS; *PUBLIC RELATIONS; EDUCATIONAL OPPORTUNITIES; EMPLOYMENT OPPORTUNITIES; AGRICULTURE; *CHARTS; *TRANSPARENCIES

Charts were developed by a vocational agriculture teacher, used by Shelby County, Ohio teachers, and refined by a state curriculum materials specialist. The charts are designed for use in explaining the vocational agriculture programs to high school students, parents, teachers, and counselors. The charts in this publication may be projected by an opaque projector, photographed for slides, processed as transparencies, copied on chart paper, or duplicated by the spirit master process. The chart series includes explanation of the importance of agriculture, occupational opportunities, educational opportunities, and selected county data which may be adjusted for a s specific county. A survey form is included for collecting data. (JM)

VT 001 952
Clevenger, Ray
Teaching Techniques and Procedures Used in Conducting a Farm Business Planning and Analysis Program in Adult Education.

MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 24p.

*ADULT FARMER EDUCATION; FARM ACCOUNTS; *FARM MANAGEMENT; *PROGRAM DEVELOPMENT; *TEACHING METHODS; PROGRAM DESCRIPTIONS; *COURSE DESCRIPTIONS

The purpose of this document is to describe one vocational agriculture teacher's techniques in organizing and conducting a farm business planning and analysis program for farm operators. The methods of promoting the program, selecting farm couples for enrollment, and conducting the first five meetings are described in detail. Examples are included of correspondence with enrollees, quizzes, charts, and forms. (JM)

VT 002 378
Weston, Curtis R., And Others
How to Build a Tractor Scraper Blade.

Missouri Univ., Columbia. Dept. of Agricultural Education
Missouri State Dept. of Education, Jefferson City
MF AVAILABLE IN VT-ERIC SET.
Teaching Aids Fund, 122 Waters Hall, University of Missouri, Columbia, Missouri 65202 ($.25).
Pub Date - Jan66 15p.

*REFERENCE BOOKS; *AGRICULTURAL EDUCATION; *FARM MECHANICS (OCCUPATION); *WELDING; VOCATIONAL AGRICULTURE; ASSEMBLY (MANUFACTURING); AGRICULTURAL ENGINEERING; SECONDARY GRADES
TRACTOR SCRAPER BLADE

This construction plan is for teacher and student use in building a tractor scraper blade as a project in agricultural mechanics. It was developed and field tested as a class project by graduate students. The plan contains: (1) blade advantages, (2) a power tool list, (3) line drawings, (4) the bill of material, and (5) a narrative description. The teacher should have had shop training and students should be of advanced standing. Time required to complete the project is approximately one semester. The reference is illustrated with twenty-three photographs. (DM)

VT 003 831 ED 025 590
Vocational Education in Life Science, Recreation and Agriculture; Course Options and Suggested Courses of Study for New Hampshire High Schools.

New Hampshire Agricultural Teachers' Association
New Hampshire Univ., Durham. Agricultural Education Program
New Hampshire State Dept. of Education, Concord. Vocational Technical Education Div.
EDRS PRICE MF-$0.75 HC-$9.80
Pub Date - 67 194p.

*CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *CURRICULUM DEVELOPMENT; *CURRICULUM; *COURSE CONTENT; COURSE ORGANIZATION; HIGH SCHOOLS; AGRICULTURAL PRODUCTION; ORNAMENTAL HORTICULTURE; FORESTRY; NATURAL RESOURCES; AGRICULTURAL ENGINEERING; AGRICULTURAL SUPPLIES; AGRICULTURAL EDUCATION; STATE CURRICULUM GUIDES; GRADE ORGANIZATION; BIBLIOGRAPHIES
NEW HAMPSHIRE

Developed by teacher educators in cooperation with state supervisors of agricultural education, this curriculum guide is for use by teachers, teacher educators, guidance departments, and school administrators. The 4-year curriculum was designed for vocational agriculture students in grades nine through 12 interested in occupations in production agriculture, ornamental horticulture, forestry, agricultural resources, agricultural mechanics, agricultural supplies, agricultural products, and other agriculture. The procedure suggested by the authors for curriculum implementation includes: (1) appointing an advisory committee, (2) studying the school area to determine needs, (3) developing long-range goals, and (4) determining the specializations to be offered. Course content for each occupational area is outlined with the level of specialization included. Introductory material is provided for ninth and 10th grade students and specialized material for 11th and 12th grade students. Supplementary material includes a 118 item bibliography. (DM)

VT 005 526
Riley, Clayton
The Basic Steps in Selling; A Practical Approach to Retail Selling of Agricultural Supplies and Services. Teacher Education Research Series Volume 8, Number 3.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
Pennsylvania State Dept. of Public Instruction, Harrisburg
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, 101 Agricultural Education Building, Pennsylvania State University, University Park, Pennsylvania 16802 ($.50).
Pub Date - 67 28p.

*TEACHING GUIDES; *AGRICULTURAL EDUCATION; SALES OCCUPATIONS; *ADULT VOCATIONAL EDUCATION; *SALESMANSHIP; *AGRICULTURAL SUPPLY OCCUPATIONS

This teaching guide is for teacher and student use in developing a practical approach to retail selling of agricultural supplies and services for adult learners in the field of off-farm agricultural occupations. It was developed by a distributive education teacher educator and tested in adult classes in agricultural supplies. The content objectives are to provide the basic methods or steps involved in a sale through the use of role-playing techniques and self-evaluation. Units are: (1) How to Approach the Customer, (2) How to Gain a Customer's Attention, (3) How to Gain a Customer's Interest, (4) How to Develop the Customer's Desire for the Product, (5) How to Overcome Customer Objections, (6) How to Close the Sale, and (7) Self-Evaluation. Each unit contains teacher information, suggestions for class participation, needed teacher preparation, and questions for discussion. (MM)

VT 005 584
F. E. (Farm Equipment) Sales Development Program. Trainee's Manual.

International Harvester Co., Chicago, Ill.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 366p.

*TEXTBOOKS; *STUDY GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL MACHINERY OCCUPATIONS; *AGRICULTURAL MACHINERY; FARM MECHANICS (OCCUPATION); SECONDARY GRADES; POST SECONDARY EDUCATION; ADULT VOCATIONAL EDUCATION; SALESMANSHIP

This manual is for teacher and student use in agricultural machinery sales development. The material is suitable for students in high school, post-high school, or adult courses. It was developed by International Harvester Company as part of their future employee training program. Chapters of (1) Orientation, (2) Accounting, (3) Parts, (4) Service, and (5) Retail Sales are included. Units within chapter four on service center management are (1) Purpose, (2) Profit Analysis, (3) Management Control, (4) Flat Rate, (5) Machine Earnings, (6) Scheduling Work, (7) Job Tickets, (8) Parts Department, (9) Predelivery Service, (10) Personnel, (11) Training, (12) Service Center Layout, (13) Foreman's Desk, (14) Warranty, (15) Incentive Plans, and (16) Selling Service. This material may be used with students interested in a career in an agricultural machinery occupation. The document is loose leaf and contains necessary forms for clarifying the material. Recommendations for reference material and audio-visual aids are included. (DM)

VT 006 240 ED 022 915
Innovative Programs in Agricultural Education.

American Vocational Assn., Washington, D.C.
EDRS PRICE MF-$0.25 HC-$1.50
Pub Date - 67 28p.

*EDUCATIONAL INNOVATION; *AGRICULTURAL EDUCATION; *PROGRAM DESCRIPTIONS; *DEVELOPMENTAL PROGRAMS; PILOT PROJECTS; *OFF FARM AGRICULTURAL OCCUPATIONS

Developmental programs resulting from the increased emphasis on off-farm agricultural occupations and considered innovative by state supervisors of agricultural education are described: (1) 17 high school vocational agriculture programs in horticulture, agricultural mechanics, forestry and conservation, agriculture and distribution, cooperative training in agricultural occupations, and area vocational high schools, (2) two horticultural programs for disadvantaged youth in New York and California, (3) seven post-high school and adult programs, and (4) three teacher education programs. The appendix contains individuals who may be contacted for additional information. (DM

VT 006 245
Instructional Guide for Floriculture. Junior High School Agriculture. Publication No. SC-635.

Los Angeles City Schools, Calif. Div. of Instructional Planning and Services
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 38p.

*AGRICULTURAL EDUCATION; *FLORICULTURE; *PLANT SCIENCE; *TEACHING GUIDES; *PREVOCATIONAL EDUCATION; JUNIOR HIGH SCHOOLS; AGRICULTURAL SAFETY

Designed by a specialist after a survey of local needs and refined after use by teachers in the district, this guide for course planning is for use by teachers competent in floristry with boys and girls of eighth or ninth grade interested in floriculture. The content includes: (1) Flower Garden Preparation and Planting, (2) Flower Garden Care and Maintenance, (3) Propagation of Ornamental Plants, (4) Floristry, (5) General Information Units, and (6) Floriculture Safety. Two columns are utilized in presenting descriptions of the instructional program. Areas are presented in sequential order to provide a quick overview of the entire program. A list of representative reference materials and a glossary is included. The suggested time allotment is 160 hours for an exploratory course for a comprehensive high school. Supplemental media is desirable such as, "Flower Arranging by Tat," from the Sunset Book Lane Publishing Company or "Flower and Plant Production by Tat," from the Interstate Publishing Company. (DM)

VT 006 400
Wicks, Lyle L.
Principles of Agricultural Finance, A Manual and Study Guide for High School Agriculture Classes and Out-of-School Groups.

Farm Credit Banks, Springfield, Mass.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Sep67 73p.

*FARM MANAGEMENT; *CREDIT (FINANCE); YOUNG FARMER EDUCATION; VOCATIONAL SCHOOLS; FINANCIAL PROBLEMS; *AGRICULTURAL EDUCATION; *RESOURCE MATERIALS; *SUPPLEMENTARY TEXTBOOKS; MANUALS; SECONDARY EDUCATION

Tested by twenty teachers and revised prior to final publication, this student reference is for use with high school and young farmer groups studying production agriculture in the northeastern states. It contains sections on: (1) How Are Agricultural Enterprises Financed? (2) How Do Sources and Types of Credit Differ? (3) How Are Credit Costs Determined? (4) What Legal Terms and Documents Are Used in Agricultural Finance? (5) Planning for Repayment, (6) Making a Loan, (7) Using Commercial Banking Services, and (8) Financing Agricultural Cooperatives. Teachers should be competent in teaching at the secondary level and students should be of the 11th or 12th grade or out of school and have a sound knowledge of basic mathematical skills. This 20-hour course was developed for use in high and vocational schools. A set of 20 overhead projection masters and some suggestions for teachers are available as supplementary material. Additional information in the document includes a glossary of terms, a list of supplementary reading, and a list of suggested films. (DM)

VT 006 659
Francis, Eugene V.
A Guide to On-Farm Instruction in Farm Management and Farm Business Analysis.

Minnesota Univ., St. Paul. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jan67 153p.

*TEACHING GUIDES; *FARM MANAGEMENT; *AGRICULTURAL EDUCATION; *ADULT FARMER EDUCATION; *FARM VISITS; FARM ACCOUNTS; RECORDS (FORMS); SUPERVISED FARM PRACTICE
MINNESOTA

Developed as a program of on-the-farm instruction in farm management, this guide is to be utilized as part of a systematic approach to farm management instruction with individual farm families. Regularly scheduled consultation visits with each family member are necessary to insure continuity and maximum accomplishments. The subject content for each farm call is arranged to correlate with the progression of a family through a planned management program, the timeliness of various farm tasks, and courses of study in classroom instruction. Administrators, boards of education, and laymen may use this study as a guide when determining the usefulness and practicality of implementing such a program in their school. The content includes: (1) a review of literature, (2) elements of an on-farm instructional program, (3) an outline of the farm management program of on-farm instruction, and (4) the program of instruction including Farm Management I, Farm Management II, Farm Management III, and Advanced Farm Management. The appendix contains forms and additional resource information. (DM)

VT 006 800
Hilterbrand, L.R.
Objectives for Developing Agricultural Related Careers in Occupations.

Purdue Univ., Lafayette, Ind. Dept. of Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 11p.

*EDUCATIONAL OBJECTIVES; *VOCATIONAL AGRICULTURE; *CAREERS; *AGRICULTURAL OCCUPATIONS; AGRICULTURAL PRODUCTION; AGRICULTURAL SUPPLIES; AGRICULTURAL MACHINERY; HORTICULTURE

Developed as part of a technical education workshop, objectives and key points of this document are considered important for some measure of success in problem solving when teaching a unit in agricultural careers. Content includes: (1) objectives for teaching agricultural careers, (2) contributory objectives, (3) objectives and key points for developing careers for agricultural production, (4) objectives and key points for teaching agricultural sales and service, (5) objectives and key points for developing careers in agricultural mechanics, and (6) objectives and key points for teaching horticultural occupations. A 47-item bibliography is included. (DM)

VT 007 201
Todd, John D.
Agricultural Mechanics: Use and Adjustment of Selected Stationary Shop Equipment.

Tennessee Univ., Knoxville. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 3Jun68 32p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *EQUIPMENT UTILIZATION; *SCHOOL SHOPS; SECONDARY GRADES

Developed by a teacher educator for use in high school classes of vocational agriculture, this teaching guide is for a 2-week unit with male students of average mechanical ability. The content includes discussion of the use and adjustment of the drill press, table saw, bandsaw, hacksaw, planer, and jointer. Major headings are: (1) Objectives, (2) Introduction, (3) Problems or Factors of Concern, (4) Procedure, (5) References, and (6) Solutions. The document is mimeographed. (DM)

VT 007 357
Minnesota Teaching Aids Projects Plans.

Minnesota Univ., St. Paul. Inst. of Agriculture
MF AVAILABLE IN VT-ERIC SET.
Bulletin Room, Coffey Hall, University of Minnesota, St. Paul, Minnesota 55101 (Each Project Plan is assembled into pads of 25 copies at a cost of $.60 per pad, except for the eyebolt and chisel plan which are $1.75 a pad).
Pub Date - 42p.

*VOCATIONAL AGRICULTURE; *REFERENCE MATERIALS; *AGRICULTURAL ENGINEERING; *INDUSTRIAL ARTS; *STUDENT PROJECTS; SCHOOL SHOPS; SECONDARY GRADES

Developed by vocational agriculture teachers and a teacher educator, this high school vocational agriculture student reference is for use in agricultural mechanics or industrial arts classes in comprehensive high schools or area vocational schools. Information included with each of the 37 projects includes a detailed drawing, a list of materials, construction procedures, objectives, and an evaluation score sheet. Some of the plans are: (1) Eyebolt and Chisel, (2) Drawbar Hitch Pin, (3) Center Punch, (4) Feed Scoop, (5) Tool Sharpening Gauge, (6) Sharpen Twist Drill, (7) Concrete Float, (8) Chipping Hammer, (9) Concrete Hog Trough, (10) Sawhorse, (11) Nail and Tool Carrier, (12) Shop Stand, (13) Extension Cord Stand, (14) Hose Hanger, (15) Copper Tubing Exercise, (16) Pipe Exercise, (17) Funnel, (18) Adjustable Gas Welding Stand, (19) Storage of Small Engines, and (20) Clean and Service Electric Motors. (DM)

VT 007 495
Oklahoma Vocational Agriculture; Basic Core Curriculum for Vocational Agriculture I, II, III, IV.

Oklahoma State Dept. of Vocational-Technical Education, Stillwater
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 13p.

*VOCATIONAL AGRICULTURE; *STATE CURRICULUM GUIDES; *PRODUCTION AGRICULTURE; HIGH SCHOOLS; CURRICULUM GUIDES
OKLAHOMA

This curriculum guide is designed to provide a uniform core of basic instruction in production agriculture in Oklahoma. Approximately 120 periods of each school year are outlined for instruction in the basic areas of orientation, leadership, supervised training programs, animal science, agronomy, agricultural mechanics, career planning, and farm business management. The remaining 60 periods of the school year are for development by the instructor to meet the needs of the local community. The number of class periods recommended for each year by subject area are included. A pie graph illustrates the subject breakdown by year. (DM)

VT 007 703
Seeds. Student Manual.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($1.75 individually or $6.50 the set - see abstract below).
Pub Date - 68 79p.

*GRAIN; WORKBOOKS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLIES; *AGRICULTURAL SUPPLY OCCUPATIONS; UNITS OF STUDY (SUBJECT FIELDS); *MANUALS; SECONDARY GRADES
OHIO; *SEEDS

Developed for use by students as a text and workbook, this 1-year program in agricultural business is for use in classes of vocational agriculture. This document contains sections on: (1) The Importance of Seeds, (2) The Ohio Seed Law, (3) Crop Varieties and Hybrids, (4) Seeding Practices, (5) Seed Treatments, and (6) Storing and Handling Seeds. The document is illustrated with line drawings, tables and charts. This set of documents containing student references in seeds, feeds, agricultural chemicals and building materials is available as VT 007 703-VT 007 707. The last of these is the teacher's guide for these units and is required for their use. (DM)

VT 007 704
Feeds. Student Manual.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($1.75 individually or $6.50 the set - see abstract below).
Pub Date - 68 88p.

*MANUALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLIES; *AGRICULTURAL SUPPLY OCCUPATIONS; *FEEDS; GRAIN; WORKBOOKS; SECONDARY GRADES; UNITS OF STUDY (SUBJECT FIELDS)
OHIO

Developed as a text and workbook for student use, teachers of vocational agriculture may use this document as part of a 1-year high school program in agricultural business. The content includes sections related to: (1) The Importance of the Feed Industry, (2) Feed Ingredients, (3) Forms of Feed, (4) Mixing Ingredients, (5) Supplying Minerals, (6) Feed Additives, (7) Feeding Charts and Guides, (8) Efficiency Factors, and (9) State and Federal Regulations. The document is illustrated with line drawings, tables, and charts. A necessary teacher's guide for use with this unit and units on feeds, seeds, agricultural chemicals, and building materials is available as part of this set, announced as VT 007 703-VT 007 707. (DM)

VT 007 705
Agricultural Chemicals. Student Manual.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($1.50 individually or $6.50 the set - see abstract below).
Pub Date - 68 67p.

*MANUALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLIES; *AGRICULTURAL SUPPLY OCCUPATIONS; *AGRICULTURAL CHEMICAL OCCUPATIONS; WORKBOOKS; SECONDARY GRADES; UNITS OF STUDY (SUBJECT FIELDS); HERBICIDES; INSECTICIDES; PESTICIDES; RODENTICIDES; AGRICULTURAL MACHINERY

Developed as a text and workbook for students, teachers of vocational agriculture may use this document as part of a 1-year program for students enrolled in agricultural business. The content includes sections relating to: (1) Classification of Chemicals, (2) Identifying Chemical Classes, (3) Understanding the Label, (4) Time and Methods of Application, (5) Spraying Equipment, (6) State Regulations, and (7) Safety Precautions. The document is illustrated with charts, tables and line drawings. A teacher's guide announced as VT 007 707 is required for use with this unit which is a part of the set of 5 units appearing as VT 007 703-VT 007 707. (DM)

VT 007 706
Building Materials; Twine and Fence. Student Manual.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($1.50 individually or $6.50 the set - see abstract below).
Pub Date - 68 69p.

*MANUALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLIES; *AGRICULTURAL SUPPLY OCCUPATIONS; *FARM STRUCTURES; WORKBOOKS; SECONDARY GRADES; UNITS OF STUDY (SUBJECT FIELDS); BUILDING MATERIALS

Developed as a student reference and workbook, teachers of vocational agriculture may use this manual in teaching as part of a 1-year program in agricultural business. The content includes sections on: (1) Concrete, (2) Building Blocks, (3) Tile, (4) Paint, (5) Pole Type Buildings, (6) Fence, and (7) Baler Twine. The document is illustrated with photographs, line drawings and tables. The teacher's guide which is necessary for use with this unit and is announced as VT 007 707 is part of the set of units of study in vocational agriculture. The set includes, in addition, units on feeds, seeds, and agricultural chemicals and is available as VT 007 703-007 707. (DM)

VT 007 707
Agricultural Supplies. Teacher's Guide.

Ohio State Dept. of Education, Columbus. Agricultural Education Services
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($2.50).
Pub Date - 68 72p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLIES; *AGRICULTURAL SUPPLY OCCUPATIONS; HERBICIDES; INSECTICIDES; PESTICIDES; RODENTICIDES; AGRICULTURAL CHEMICAL OCCUPATIONS; SECONDARY GRADES; FEEDS; GRAINS; BUILDING MATERIALS
OHIO

Developed as a teacher's guide for student references announced as VT 007 703-VT 007 706, this document is for use in vocational agriculture as part of a 1-year program in agricultural business. It contains suggestions to the teacher, pre-tests, suggestions for field trips, and answers to student problems and the tests. (DM)

VT 007 716
Curriculum Guide for Agricultural Equipment and Mechanics.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($1.00).
Pub Date - 68 38p.

*CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL MACHINERY; *AGRICULTURAL MACHINERY OCCUPATIONS; *AGRICULTURAL ENGINEERING; GRADE 11; GRADE 12; SALES WORKERS; LEADERSHIP TRAINING; FACILITY GUIDELINES; SCHOOL SHOPS; JOB SKILLS; EDUCATIONAL EQUIPMENT

Developed by a state staff and teachers as a curriculum guide in agricultural equipment and mechanics, this document is for use by teachers in planning an agricultural mechanics program for a comprehensive or vocational high school. Sections in the document contain: (1) Philosophy, (2) Purpose of Course, (3) Objectives, (4) Employment Opportunities in Local Machinery Dealerships, (5) Educational Objectives Desirable for Job Entry, (6) Local Implementation of the Course, (7) The Planned Curriculum, (8) Educational Specification for Shop Facilities for a Specialized Agricultural Equipment and Mechanics Program in Vocational Agriculture, (9) Suggested Tools and Equipment, and (10) Leadership Training. The course is designed as a 2-year program to prepare 11th and 12th grade students for entry level in basic areas of agricultural mechanics and equipment, including mechanics, parts department, sales, machinery set-up, and truck drivers-delivery men. This is a revision of an earlier document with the same title abstracted as VT 005 274 (AIM Fall 1968). (DM)

VT 007 718
Landscaping Your Home. Teacher's Guide. Agdex 271.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($1.00).
Pub Date - 68 81p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *LANDSCAPING; *ORNAMENTAL HORTICULTURE; *SITE DEVELOPMENT; GRADE 9; SECONDARY GRADES; TESTS

Developed as an updated revision of ED 017 675 (VT 002 932, found in AIM Summer 1968), this teacher's guide is for use in teaching a 30-hour course to high school freshmen and sophomores in ornamental horticulture or production agriculture. The content includes chapters of: (1) Developing a Landscape Plan for the Home Grounds, (2) Selecting Ornamental Shrubs and Shade Trees, (3) Landscaping the Public Area, (4) Landscaping the Living Area, (5) Landscaping the Service Area, (6) Planting Ornamental Shrubs and Shade Trees, (7) Fertilizing Ornamentals, and (8) Pruning of Ornamental Shrubs and Shade Trees. The intended purpose of the document is to develop in the student a realistic concept of landscape design through classroom instruction and supervised occupational experience programs. The document is illustrated with line drawings and contains a pre- and post-test, unit quizzes, and a bibliography. (DM)

VT 008 030
Shafer, Harold C.; Simpson, Ed
Swine Farm Employee.

Agricultural Education Teaching Materials Center, College Station, Tex.
Sears Roebuck Foundation, Skokie, Ill.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($4.75).
Pub Date - 68 364p.

*VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; ANIMAL SCIENCE; *STUDY GUIDES; INDIVIDUALIZED INSTRUCTION; ANSWER KEYS; ACHIEVEMENT TESTS; FARM OCCUPATIONS; *COOPERATIVE EDUCATION; *SWINE; SECONDARY GRADES; FARM MANAGEMENT
*SWINE FARM EMPLOYEES

Developed by subject matter specialists and teachers in consultation with an advisory committee from industry, this high school reference is for use by students involved in cooperative education as swine farm employees. The course contains sections of: (1) Introduction, (2) Selection, (3) Breeding Herd Management, (4) Swine Nutrition, (5) Buildings and Equipment, (6) Fitting and Showing, (7) Sanitation and Animal Health, (8) Principles of Disease Control, (9) Diseases of Swine, (10) Parasites of Swine, (11) Marketing, and (12) Farm Management. Student assignment sheets contain the unit, topic, objective, references and questions or activities for each learning segment. Also included are information sheets, assignment answer sheets, topic tests, and test answer sheets. A list of required and supplemental references is provided. (DM)

VT 008 031
Walker, Colvin
Ranch Employees.

Agricultural Education Teaching Materials Center, College Station, Tex.
Sears Roebuck Foundation, Skokie, Ill.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($7.10).
Pub Date - 68 523p.

*VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; *ANIMAL SCIENCE; FARM MANAGEMENT; SECONDARY GRADES; *STUDY GUIDES; ANSWER KEYS; ACHIEVEMENT TESTS; *FARM OCCUPATIONS; *COOPERATIVE EDUCATION; INDIVIDUALIZED INSTRUCTION
*RANCH EMPLOYEES

Developed by subject matter specialists and teachers in consultation with an advisory committee from industry, this high school reference is for use by students involved in cooperative education as ranch employees. The course contains units on: (1) Introduction, (2) Selecting Livestock, (3) Breeding Herd Management, (4) Management Practices, (5) Animal Nutrition, (6) Range Management, (7) Ranch Buildings and Equipment, (8) Fitting and Showing Livestock, (9) Sanitation and Animal Health, (10) Principles of Disease Control, (11) Methods of Disease Control, (12) Symptoms of Common Diseases, (13) Marketing, and (14) Farm and Ranch Management. Assignment sheets for student use contain the unit, topic, objective, references and questions or activities. In addition to the assignment sheets, the document contains student problems, topic tests, and answer sheets. A list of required references for student use is provided. (DM)

VT 008 032
Atkins, John L.
Wool Warehouse Employee.

Agricultural Education Teaching Materials Center, College Station, Tex.
Sears Roebuck Foundation, Skokie, Ill.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($3.65).
Pub Date - 68 258p.

*VOCATIONAL AGRICULTURE; *STUDY GUIDES; *OFF FARM AGRICULTURAL OCCUPATIONS; WAREHOUSES; SECONDARY GRADES; *SHEEP; *COOPERATIVE EDUCATION; INDIVIDUALIZED INSTRUCTION; ANSWER KEYS; ACHIEVEMENT TESTS
*WOOL WAREHOUSE EMPLOYEES; WOOL

Developed by subject matter specialists and teachers in consultation with an advisory committee from industry, this high school reference is for use with students involved in cooperative education as wool warehouse employees. The subject matter content includes units of: (1) Introduction, (2) The Structure and Properties of Wool, (3) The Structure and Properties of Mohair, (4) Wool and Mohair Warehouse Organization and Functions, (5) Sheep and Goats, (6) Shearing Sheep and Goats, (7) Wool and Mohair Processing, (8) Wool and Mohair Associations, and (9) Wool Futures. Student assignment sheets contain the unit, topic, objective, references, and questions or activities. Information sheets, assignment answer sheets, topic tests and test answer sheets are included. A list of required and supplemental references is provided. (DM)

VT 008 033
Goodson, Leroy; Abercrombie, Thomas
Seed Sales and Service Employees.

Agricultural Education Teaching Materials Center, College Station, Tex.
Sears Roebuck Foundation, Skokie, Ill.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($5.60).
Pub Date - 68 437p.

*STUDY GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLIES; *AGRICULTURAL SUPPLY OCCUPATIONS; AGRONOMY; SECONDARY GRADES; *COOPERATIVE EDUCATION; ANSWER KEYS; ACHIEVEMENT TESTS; INDIVIDUALIZED INSTRUCTION

Developed by subject matter specialists and teachers in consultation with an advisory committee from industry, this high school reference is for use by students participating in cooperative education as seed sales and service employees. The course contains sections on: (1) Introduction, (2) Salesmanship, (3) Business Procedures, (4) Seed and Plant Science, (5) Soil Science, (6) Seed Production, (7) Seed Quality Control, (8) Warehouse Management, (9) Selecting Adapted Varieties, (10) Plant Equipment Operation, and (11) Cropping Equipment. Assignment sheets list the unit, topic, objective, references, and questions or activities for each learning segment. Information sheets, assignment answer sheets, topic tests and test answer sheets are provided. The document is illustrated and contains a list of required references. (DM)

VT 008 034
Leftwick, Kyle
Forestry Worker.

Agricultural Education Teaching Materials Center, College Station, Tex.
Sears Roebuck Foundation, Skokie, Ill.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($3.40).
Pub Date - 68 230p.

*VOCATIONAL AGRICULTURE; *FORESTRY; TREES; *STUDY GUIDES; *COOPERATIVE EDUCATION; SECONDARY GRADES; NATURAL RESOURCES; *FORESTRY AIDES; ANSWER KEYS; ACHIEVEMENT TESTS; INDIVIDUALIZED INSTRUCTION

Developed by subject matter specialists and teachers in consultation with an advisory committee from industry, this high school reference is for use by students participating in cooperative education. Sections in this forestry course are: (1) Introduction to Forestry, (2) Tree Study, (3) The Forest Environment, (4) Reforestation, (5) Intermediate Cuttings, Pruning, and Harvest Cuttings, (6) Protection from Fires, (7) Protection from Other Forest Enemies, (8) Forest Management and Economics, (9) Forest Measurements, (10) Marketing and Manufacturing Forest Products, (11) Wood Identification and Uses, (12) Wood Preservation, and (13) Forest Range Management in the South. Included are a list of required references, student assignment sheets, assignment answer sheets, topic tests, and test answer sheets. The assignment sheets list the unit, topic, objective, references, and questions or activities. (DM)

VT 008 035
Chenault, C.B.; Karcher, Clarence
Wildlife Employee.

Agricultural Education Teaching Materials Center, College Station, Tex.
Sears Roebuck Foundation, Skokie, Ill.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($5.55).
Pub Date - 68 414p.

*VOCATIONAL AGRICULTURE; *WILDLIFE MANAGEMENT; *STUDY GUIDES; *COOPERATIVE EDUCATION; *CONSERVATION EDUCATION; SECONDARY GRADES; NATURAL RESOURCES; ANSWER KEYS; ACHIEVEMENT TESTS; OFF FARM AGRICULTURAL OCCUPATIONS; INDIVIDUALIZED INSTRUCTION
*WILDLIFE EMPLOYEES

Developed by teachers and subject matter specialists in consultation with an advisory committee from industry, this high school reference is for use by students participating in cooperative education as a wildlife conservation employee. The suggested course outline contains: (1) opportunities in and the importance of wildlife, (2) game and fish laws, (3) non-game animals, (4) fur bearers, (5) game animal management, (6) game bird management, (7) water fowl management, (8) fish, (9) fish pond management, (10) fish culture, (11) shrimp, (12) coastal fish, (13) shell fish, (14) fish for the table, (15) snakes, (16) water safety, (17) small gas engines, pumps and sprayers, and two-way radio operation, and (18) pollution. Each assignment sheet lists the unit, topic, objective, required and supplemental references, and questions or activities. Included are assignment sheets, information sheets, assignment answer sheets, topic tests and test answer sheets. A list of required and supplemental reference material is provided. (DM)

VT 008 036
Kennedy, Geral B.; Honeycutt, T.J.
Group Instruction Handbook for Vocational Agriculture Teachers.

Agricultural Education Teaching Materials Center, College Station, Tex.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($3.20).
Pub Date - 68 324p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL OCCUPATIONS; *COOPERATIVE EDUCATION; SECONDARY GRADES; OCCUPATIONAL INFORMATION; LEADERSHIP TRAINING; JOB PLACEMENT; HUMAN RELATIONS; ACADEMIC PERFORMANCE; SALESMANSHIP; BUSINESS EDUCATION; ANSWER KEYS; ACHIEVEMENT TESTS
FUTURE FARMERS OF AMERICA; FFA

Developed by subject matter specialists and teachers in consultation with an advisory committee from industry, this high school reference is for use by teachers in developing lesson plans for students involved in cooperative education programs in agriculturally-related occupations. Plans are included for group instruction in units of: (1) Careers in Agriculture, (2) Future Farmers of America (FFA) Leadership, (3) Getting a Job, (4) Human Relations and Personality Development, (5) Scholarship and Schools, (6) Personal Traits, (7) Health and Habits, (8) Business Organization and Procedures, and (9) Agricultural Salesmanship. The introduction outlines the purpose of group discussions, how to plan a discussion, suggestions on leading a discussion, reminders on the use of the blackboard, and "do's" and "don't's" in the use ofquestions. Lesson plans list the unit, topic, objective, references, activities, and questions and answers. Topic and unit tests, test keys and a required and supplemental reference list are provided. (DM)

VT 008 038
Conservation and Forestry. A Curriculum Guide for Agricultural Education.

Virginia State Dept. of Education, Richmond. Agricultural Education Service
Virginia Polytechnic Inst., Blacksburg. Agricultural Education Staffs
Virginia State Coll., Petersburg
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Service, State Department of Education, Richmond, Virginia 23216 ($.50).
Pub Date - Jan69 41p.

*CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *FORESTRY; *CONSERVATION EDUCATION; WILDLIFE MANAGEMENT; SECONDARY GRADES
VIRGINIA

Developed by a committee of supervisors, teacher educators, and vocational agriculture teachers and reviewed by teachers and professional industry representatives, this curriculum guide was tested through developmental programs and further refined. The conservation and forestry option was designed to provide an opportunity for high school youth to develop the skills and abilities required for employment and for gaining proficiency in occupations in forestry and wildlife conservation, outdoor recreation, and soil and water conservation. Major learning areas are outlined for Conservation Forestry III, Conservation and Forestry IV, and Conservation and Forestry V. This 3-year program is designed for 10th, 11th, and 12th grade students who have previously completed courses in agricultural science and mechanics. Students should have access to a land laboratory of at least 50 acres near the schools for development of appropriate conservation practices. Occupational experiences may be provided in school laboratories, on farms, or in conservation and forestry businesses. The suggested time allotment is 800 to 900 hours of in-school instruction in 100-minute class periods. Supplementary material includes a list of reference books, a list of bulletins, booklets and leaflets, film strips, films, and suggested equipment. Teachers should be competent in forestry and conservation when using this material for course planning. (DM)

VT 008 039
Supplies for Farm Mechanics.

Texas A and M Univ., College Station. Teaching Materials Center
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May67 25p.

*VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *SCHOOL SHOPS; *EDUCATIONAL EQUIPMENT; *INSTRUCTIONAL MATERIALS; HIGH SCHOOLS; FACILITY INVENTORY; SUPPLIES

School shops must be provided with an adequate stock of supplies to conserve teacher time and provide for efficient agricultural mechanics program operation. Materials used to construct required and individual student projects and necessary small parts for the maintenance of hand and power tools should be kept on inventory. Purchasing consumable and resalable supplies on bid in large quantities can save from 20 to 30 percent in most cases. Supplies may be classified in areas of: (1) Sketching and Drawing, (2) Tool Sharpening, (3) Hand and Power Tool Maintenance, (4) Farm Carpentry, (5) Metalwork and Metal, (6) Painting, (7) Builders Hardware, (8) Oxyacetylene Welding, (9) Electric Arc Welding, (10) Small Gas Engines and Tractor and Machinery Maintenance, (11) Rural Electrification, (12) Concrete, (13) Plumbing, (14) Sheetmetal Work, and (15) Miscellaneous. Inventory sheets are included for each classification which may be used for recording items, comments, amounts on hand, amounts needed, and total price. (DM)

VT 008 048
Howard, E.A.
Feed Lot Employees.

Agricultural Education Teaching Materials Center, College Station, Tex.
Sears Roebuck Foundation, Skokie, Ill.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($4.90).
Pub Date - 68 356p.

*VOCATIONAL AGRICULTURE; *STUDY GUIDES; *ANIMAL SCIENCE; *AGRICULTURAL PRODUCTION; EQUIPMENT MAINTENANCE; DISEASE CONTROL; NUTRITION; FARM MANAGEMENT; FEEDS; SECONDARY GRADES; *COOPERATIVE EDUCATION; ANSWER KEYS; ACHIEVEMENT TESTS; INDIVIDUALIZED INSTRUCTION; *FARM OCCUPATIONS
*FEEDLOT EMPLOYEES

Developed by subject matter specialists and teachers in consultation with an advisory committee from industry, this high school reference is for use by students participating in cooperative education as feed lot employees. The course includes sections of: (1) Introduction, (2) Man and Animal Health, (3) Principles of Disease Control, (4) Receiving Animals and Initial Care, (5) Symptoms of Common Diseases of Animals, (6) Methods of Disease Control, (7) Animal Nutrition, (8) Preparation and Handling of Feedstuffs, (9) Purchasing

Feeder Livestock, (10) Marketing Livestock, (11) Care and Maintenance of Equipment and Facilities, and (12) General Management Practices. Assignment sheets, information sheets, assignment answer sheets, topic tests, and test answer sheets are included. Each assignment sheet has the unit, topic, objective, references, and questions or activities. A list of required references is provided. (DM)

VT 008 049
McFarland, Melvyn; Ford, Sidney
Irrigation Worker.

Agricultural Education Teaching Materials Center, College Station, Tex.
Sears Roebuck Foundation, Skokie, Ill.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($4.70).
Pub Date - 68 382p.

*STUDY GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *IRRIGATION; OFF-FARM AGRICULTURAL OCCUPATIONS; SECONDARY GRADES; WATER SUPPLY; ANSWER KEYS; ACHIEVEMENT TESTS; *COOPERATIVE EDUCATION; INDIVIDUALIZED INSTRUCTION
*IRRIGATION WORKERS

Developed by subject matter specialists and teachers in cooperation with an advisory committee from industry, this high school reference is for use by students participating in cooperative education as irrigation workers. The course contains sections on: (1) Introduction, (2) Irrigation Water Laws, (3) Determining Need for Irrigation, (4) Advantages of Irrigation, (5) Requirements for Successful Irrigation, (6) Irrigation Systems, (7) Planning an Irrigation System, (8) Development of Water Supply, (9) Irrigation Equipment, (10) Introduction to Tools, (11) Source of Power, (12) Servicing and Maintenance of Irrigation Systems, (13) Irrigation Water Management, (14) Anticipating Problems in System, and (15) Business Procedures. Each student assignment sheet lists the unit, topic, objective, references, and questions or activities. Information sheets, answers to student problems, topic tests and test answers are included. The document is illustrated and contains a list of required references. (DM)

VT 008 068
Vice, Billy J.; Spillman, Robert
Horticulture. Unit (Module): Plant Growing Media.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Aug68 20p.

*HORTICULTURE; *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; SOIL SCIENCE; HIGH SCHOOL STUDENTS; *UNITS OF STUDY (SUBJECT FIELDS)

Designed by an instructional materials specialist for use by teachers in lesson planning for high school vocational agriculture, this reference contains suggestions for teaching students: (1) to identify soil-and-plant relationships, (2) to identify characteristics of soil conditioners, (3) to prepare media mixtures properly, (4) to add fertilizer properly to media, (5) to sterilize plant-growing media, and (6) to use mulches effectively. A list of suggested reference and instructional materials is included with each discussion unit. (DM)

VT 008 139
Using Credit to Increase Farm Earnings.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.10).
Pub Date - Nov68 9p.

*VOCATIONAL AGRICULTURE; *FARM MANAGEMENT; *CREDIT (FINANCE); *AGRICULTURAL PRODUCTION; MONEY MANAGEMENT; SECONDARY EDUCATION; POST SECONDARY EDUCATION; ADULT FARMER EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS)

Developed by individual authorship in consultation with subject matter specialists, teacher educators, supervisors and an advisory committee of teachers, this high school and adult student text and reference is for use in production agriculture classes in high school or post-secondary institutions. The content includes sections on: (1) What Is the Relationship Between Invested Capital and Earnings from Farming, (2) What Earnings Are Available for Family Living, and (3) How Can I Use Credit to Increase Earnings. This 1- to 2-hour course may be used with students from grades 9 to adult level of average ability with an agricultural interest and occupational objective. Related documents are available as VT 005 207 (AIM Fall 1968) and VT 008 140-VT 008 141. (DM)

VT 008 140
Determining Credit Needs on the Farm.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.15).
Pub Date - Nov68 13p.

*VOCATIONAL AGRICULTURE; *FARM MANAGEMENT; *CREDIT (FINANCE); *FINANCIAL NEEDS; MONEY MANAGEMENT; SECONDARY EDUCATION; POST SECONDARY EDUCATION; ADULT FARMER EDUCATION; AGRICULTURAL PRODUCTION; BUDGETING; *UNITS OF STUDY (SUBJECT FIELDS)

Developed by individual authorship in consultation with subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers, this high school and adult student text and reference is for use in high schools and post-secondary institutions with classes in agricultural production. The content of this 1- to 3-hour course includes: (1) How Much Capital Is Needed for Land and Buildings, (2) How Much Capital Is Needed for Machinery, Livestock Facilities and Breeding Stock, (3) What Amounts of Capital Are Needed for Annual Operating Expenses, (4) Preparing Budgets to Help Determine the Results of Using Credit, and Summary of Credit Needs on the Problem Farm. Students should be of average ability, and have an agricultural interest and occupational objective. Related documents are available as VT 005 267 (AIM Fall 1968) and VT 008 139 and VT 008 141. (DM)

VT 008 141
Planning for Repayment of Loans.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.20).
Pub Date - Nov68 17p.

*VOCATIONAL AGRICULTURE; *FARM MANAGEMENT; *CREDIT (FINANCE); *MONEY MANAGEMENT; SECONDARY EDUCATION; POST SECONDARY EDUCATION; ADULT FARMER EDUCATION; AGRICULTURAL PRODUCTION; BUDGETING; *UNITS OF STUDY (SUBJECT FIELDS)

Developed under individual authorship in consultation with subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers, this high school and adult student text and reference is for use in high school and post-high school institutions with classes in production agriculture. The content includes sections on: (1) Estimating Income and Expenses for Future Years, (2) Preparing Farm and Family (or Cash Flow) Budgets, and (3) Projecting Net Worth Changes Over a Period of Years. Four tables and a 4-year farm and family finance budget illustrate the textual material. This 1- to 4-hour course may be used with students of average ability with an agricultural interest and occupational objective. Related documents are available as VT 005 207 (AIM Fall 1968) and VT 008 139 and VT 008 140. (DM)

VT 008 170
Forestry Activities. A Guide for Youth Group Leaders.

Department of Agriculture, Washington, D.C. Forest Service
MF AVAILABLE IN VT-ERIC SET.
PA-457
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (A1.68:457/2, $.15).
Pub Date - 66 31p.

YOUTH LEADERS; AGRICULTURAL EDUCATION; *YOUTH CLUBS; *TEACHING GUIDES; *FORESTRY; *STUDENT PROJECTS; TREES; CONSERVATION EDUCATION; *NATURAL RESOURCES

Developed for leaders of youth groups, these forestry activities may be utilized in teaching natural resources conservation. Sections include: (1) Trees...From the Inside...Out, (2) Tree Exhibit--From Roots to Fruit, (3) Conservation Trail, (4) Water Cycle from a Tea Kettle, (5) Model Water Shed, (6) Self-Guided Natural Resource Tour, (7) Building and Putting Out Campfires, (8) Fire Danger Sign, (9) Sighting Forest Fire "Smokes," (10) Tree Insect Zoo, (11) Window on the Insect World, (12) Litter Bags, (13) For Better Outdoor Manners, (14) Don't Just Nail It, (15) 3-D Conservation Charts, (16) Forest Conservation in Pictures, (17) Forest Conservation Mobiles, and (18) Materials to Help Teach Forest Conservation. The document is illustrated. (DM)

VT 008 320
Miller, Robert W.
Lawn Care and Management.

Ohio State Dept. of Education, Columbus. Agricultural Education Service.
Ohio State Univ., Columbus. Dept. of Agricultural Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 (set, $7.50).
Pub Date - 69

*MANUALS; *SLIDES; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; *TURF MANAGEMENT; LANDSCAPING; SECONDARY GRADES; GROUNDS KEEPERS

Developed by turf specialists, state staff members, and teachers, this high school color slide series is for use with classes enrolled in production agriculture or ornamental horticulture. The 16 page illustrated script accompanying the 46 slide photographs includes a discussion of: (1) lawn grass variety selection, (2) characteristics of grass varieties, (3) seeding properly, (4) fertilizing properly, (5) mowing properly, (6) control of weeds, (7) control of diseases and insects, (8) watering the lawn, and (9) thatch control. The material was developed for students considering lawn care as home owners or for those interested in a career in landscaping. The suggested time allotment is 4 hours. (DM)

VT 008 335
Small Gasoline Engines Ignition System Repair. An Individual Instructional Manual. Preliminary Draft.

South Carolina State Dept. of Education, Clemson. Agricultural Education Section
Clemson Univ., S.C.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 56p.

*VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *ENGINES; *SUPPLEMENTARY TEXTBOOKS; MANUALS; *AGRICULTURAL MACHINERY; SECONDARY GRADES; TRANSPARENCIES; INDIVIDUALIZED INSTRUCTION
*IGNITION SYSTEM REPAIR; SMALL GASOLINE ENGINES

Developed by vocational agriculture teachers, teacher educators and vocational education media center personnel, this agricultural mechanics shop manual is for use by individual students. The ignition system and the related parts necessary for its servicing are discussed; however, the utilization of specialized testing equipment for the coil and condenser is not included. The content includes a list of tools needed to perform the jobs and 45 illustrated job tasks. Student worksheets are available for evaluating their knowledge of engine and ignition parts identification. Each page is illustrated with a photograph and is suitable for reproduction as an overhead transparency. The owner's manual for the specific engine used in instruction should be available as a student reference. (DM)

VT 008 367
Foster, James R.
Digestion--The Conversion of Feed to Pork.

Purdue Univ., Lafayette, Ind. Cooperative Extension Service
DOCUMENT NOT AVAILABLE FROM EDRS.
AS-321
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($2.00).
Pub Date - Dec64 6p.

*SLIDES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *NUTRITION; *SWINE; AGRICULTURAL PRODUCTION; SECONDARY GRADES

Developed by an extension swine specialist, this high school reference is for use in classes of production agriculture with students preparing to enter farming and feed businesses. The 11 slides and accompanying script trace digestion in swine: (1) Teeth, (2) Salivary Glands, (3) Esophagus, (4) Liver and Gall Bladder, (5) Stomach, (6) Pancreas, (7) Small Intestine, and (8) Large Intestine. The suggested time allotment is two hours. (DM)

VT 008 446
Pennington, Don, Ed.; Thomas, Hollie, Ed.
A Curriculum Guide for Training Programs in Agriculture Supply.

Indiana State Dept. of Public Instruction, Indianapolis. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($1.25).
Pub Date - Mar69 134p.

*CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLY OCCUPATIONS; *AGRICULTURAL SUPPLIES; LEGAL PROBLEMS; *COOPERATIVE EDUCATION; SECONDARY GRADES; OCCUPATIONAL INFORMATION; HUMAN RELATIONS; BUSINESS EDUCATION; SALESMANSHIP

Designed as suggested lessons for the related-instruction class in vocational agriculture, this curriculum guide is for use by the teacher in conducting agricultural supply training programs. The content includes general material applicable to most occupations: (1) Career Opportunities in Agriculture Sales and Service Businesses, (2) Orientation to Occupations Experience Programs, (3) Human Relations, (4) Organization and Function of Agricultural Businesses, (5) Agriculture Business Procedures, (6) Agricultural Salesmanship, and (7) Legal Aspects of Business Operations. Each of the 40 lessons contains objectives, introduction, subject matter, student activities, evaluation and references. (DM)

VT 008 448
Rhoads, Thomas D.; Hamilton, William H.
A Core Curriculum in Vocational Agriculture II.

Indiana Research and Development Coordinating Unit for Vocational and Technical Education, Terre Haute
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($3.50).
Pub Date - Jan69 146p.

*VOCATIONAL AGRICULTURE; *TEACHING GUIDES; *CURRICULUM GUIDES; *CORE CURRICULUM; GRADE 10, HIGH SCHOOLS; AGRICULTURAL ENGINEERING; HORTICULTURE; ANIMAL SCIENCE; AGRONOMY; FARM MANAGEMENT; CONSERVATION EDUCATION; SUPERVISED FARM PRACTICE; WORK EXPERIENCE PROGRAMS; OCCUPATIONAL INFORMATION

Designed by subject matter specialists and teacher educators working as a development committee, this curriculum guide is for use by teachers of vocational agriculture in lesson planning for 10th grade students. The content includes a basic core of material which was planned to cover approximately two-thirds of a school year. Major objectives of the project were: (1) to develop a core upon which the local teacher might build his course of study, (2) to provide a common experience for all students in the first two years of agriculture, (3) to provide a planning base for teachers in area schools where students come from several local schools, and (4) to encourage experienced teachers to re-examine their curriculums. Modules are included for: (1) Agricultural Experience Programs, (2) Agricultural Career Opportunities, (3) Agricultural Mechanics, (4) Animal Science (Beef Production), (5) Soil Science, (6) Plant Science (Soybean Production), (7) Plant Science (Forage Production), (8) Economic Principles, (9) Horticulture, and (10) Conservation (Forestry). Each lesson contains: (1) Suggestions for Teaching, (2) Objectives, (3) Motivations, (4) Central Problem, (5) Sub-Questions, (6) Evaluation, and (7) References. The suggested time is included for each unit. The core curriculum for Vocational Agriculture I is announced as VT 008 449. (DM)

VT 008 449
Rhoads, Thomas D.; Hamilton, William H.
A Core Curriculum in Vocational Agriculture I.

Indiana Research and Development Coordinating Unit for Vocational and Technical Education, Terre Haute
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($3.50).
Pub Date - Jan69 177p.

*VOCATIONAL AGRICULTURE; *TEACHING GUIDES; *CURRICULUM GUIDES; GRADE 9; *CORE CURRICULUM; HIGH SCHOOLS; AGRONOMY; ANIMAL SCIENCE; AGRICULTURAL ENGINEERING; OCCUPATIONAL INFORMATION; WORK EXPERIENCE PROGRAMS; SUPERVISED FARMER PRACTICE
FUTURE FARMERS OF AMERICA; FFA

Designed by subject matter specialists and teacher educators working as a development committee, this high school vocational agriculture curriculum guide is for use by vocational agriculture teachers in lesson planning for ninth-grade students. The core curriculum is designed to cover approximately two-thirds of the years work. Major objectives of the project were: (1) to provide a core upon which local teachers might build a course of study, (2) to provide a common experience for all students in the first two years of agriculture, (3) to provide a planning base for teachers in area schools where students come from several local schools, and (4) to encourage experienced teachers to re-examine their curriculums. The content includes modules on: (1) Introduction and Orientation, (2) Future Farmers of America, (3) Agricultural Experience Programs, (4) Agricultural Career Opportunities, (5) Agricultural Mechanics, (6) Animal Science (Swine Production), (7) Soil Science, and (8) Plant Science (Corn Production). Each lesson contains: (1) Suggestions for Teaching, (2) Objectives, (3) Motivation, (4) Central Problem, (5) Sub-Questions, (6) Evaluation, and (7) References. The suggested time is included for each unit. A related document for use with 10th grade students is announced as VT 008 448. (DM)

VT 008 460 ED 029 151
Turfgrass Maintenance and Establishment, A Student Handbook. Teacher Education Series, v9 n4s.

Pennsylvania Agricultural Experiment Station, University Park
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.75 HC-$7.75 08
BR-5-0222
Pub Date - 68 153p.

*SUPPLEMENTARY TEXTBOOKS; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; *TURF MANAGEMENT; *ORNAMENTAL HORTICULTURE OCCUPATION; OCCUPATIONAL INFORMATION; PLANT SCIENCE; SITE DEVELOPMENT; RESOURCE MATERIALS; TESTS; STUDY GUIDES; LANDSCAPING

This student handbook is one of a series of instructional aids prepared and edited by the Department of Agricultural Education at the Pennsylvania State University. Its organization and content were field tested, evaluated and improved by teachers attending summer institutes in landscape horticulture in 1966 and 1967. The content includes problem areas of: (1) Exploring Job Opportunities in Turfgrass Businesses, (2) Kinds of Turfgrasses and Their Use, (3) Maintaining Residential and Institutional Lawns, (4) Maintaining Athletic Fields and Special Turf Areas, (5) Maintaining Golf Courses, and (6) Planning and Establishing New Turfgrass Areas. Included in each problem area are objectives, key questions, new words and the subject content. The textual material is supplemented with photographs, sketches, drawings, forms and a reference list. A test is included at the end of each problem area. Applications relate to the Northeastern United States. The teacher's manual in this series is available as VT 008 462. (DM)

VT 008 462 ED 029 152
Turfgrass Maintenance and Establishment. A Teacher's Manual. Teacher Education Series, v9 n4t.

Pennsylvania Agricultural Experiment Station, University Park
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.75 HC-$9.25
BR-5-0222 08
Pub Date - 68 183p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; *TURF MANAGEMENT; *ORNAMENTAL HORTICULTURE OCCUPATION; SITE DEVELOPMENT; OCCUPATIONAL INFORMATION; PLANT SCIENCE; RESOURCE MATERIALS; TESTS; SUPPLEMENTARY TEXTBOOKS; LANDSCAPING

This teacher's manual is one of a series of instructional aids prepared by the Department of Agricultural Education at the Pennsylvania State University. It includes suggestions and references for the teacher to use with the student manual, available as VT 008 460. In addition to the subject material in the student manual, pages are inserted at the end of each problem area containing suggestions, references, resource people, audio-visual aids, suggested learning activities, and suggested placement experiences, if applicable. A unit examination is available at the end of the document. (DM)

VT 008 477
Gray, Avery, Ed.
Supervised Experience Program in Vocational Horticulture.

Indiana State Dept. of Public Instruction, Indianapolis. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($.40).
Pub Date - Jun68 64p.

*VOCATIONAL AGRICULTURE; *HORTICULTURE; SUPERVISED FARM PRACTICE; WORKBOOKS; *RECORDS (FORMS); *FARM ACCOUNTS; SECONDARY GRADES; COOPERATIVE EDUCATION; *ORNAMENTAL HORTICULTURE OCCUPATION

This record book was developed to provide students enrolled in vocational agriculture or horticulture in high schools with a suggested list of activities which could be applied at their home. The content includes sections of: Supervised Horticulture Experience and Home Improvement Programs, Supervised Horticulture Experience and Production Programs, and Summaries of Supervised Horticulture Experience Programs--Financial and Other Records. Activities are suggested which may be conducted inside the home or on the home grounds. A section is included for keeping records of receipts, expenses, labor and instructor visits. The more advanced student who will be producing a horticultural crop either at school or elsewhere may keep an accurate account of profit or loss and determine why the project produced as it did. Students participating in cooperative education programs may utilize this manual in coordinating their program with the employee and supervisor. Record forms are included for summarizing annual income and expenses and for Future Farmers of America activities and awards. (DM)

VT 008 489
Burch, Alan R., Comp.
Selected References and Aids For Teaching Agricultural Mechanics to Students of Vocational Agriculture.

Purdue Univ., Lafayette, Ind.
Indiana State Dept. of Public Instruction, Indianapolis
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($.75).
Pub Date - Mar69 75p.

*BIBLIOGRAPHIES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *INSTRUCTIONAL AIDS; SECONDARY GRADES; TEXTBOOKS; AUDIO VISUAL AIDS; BULLETINS; CHARTS

Developed to assist teachers in identifying useful reference materials in teaching agricultural mechanization or agricultural mechanics, this reference contains bibliographic listings for materials in areas of: (1) Agricultural Power, (2) Agricultural Machinery, (3) Materials Handling, (4) Construction and Maintenance, (5) Agricultural Shop, (6) Welding, (7) Electrification, (8) Soil and Water Management, (9) Safety, and (10) General and Professional. Materials listed in each area are separated into the four categories of: (1) Bulletins and Circulars, (2) Textbooks, (3) Films, Filmstrips and Slides, and (4) Commercial Materials (Literature, Charts, and Aids). Addresses are provided for 17 educational institutions, 21 commercial companies, and 20 textbook publishers where materials may be obtained. Materials especially suitable for classroom use with the students are identified by an asterisk and those materials best suited for teacher use are identified with two asterisks. The cost is provided for each reference. (DM)

VT 008 490
Burch, Alan R., Comp.; Clouse, James P., Ed.
Selected References and Aids for Teaching Animal Science to Students of Vocational Agriculture.

Purdue Univ., Lafayette, Ind.
Indiana State Dept. of Public Instruction, Indianapolis
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($.50).
Pub Date - Jul68 58p.

*BIBLIOGRAPHIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *INSTRUCTIONAL AIDS; SECONDARY GRADES

Developed by specialists in the animal sciences, this bibliography of instructional aids for high school vocational agriculture is for use by teachers in identifying useful reference materials. Materials especially recommended as suitable for classroom use with students are identified by an asterisk and materials suited primarily for teacher use are identified by two asterisks. Bulletins and circulars, textbooks, films, filmstrips, slides, and commercial materials are listed for each of the areas of beef, dairy, poultry, sheep, swine, and general animal science. Addresses are provided for 15 educational institutions, 71 commercial companies, and 14 textbook publishers where materials may be obtained. The cost is provided for each reference. (DM)

VT 008 491
Gray, Avery, Ed.
A Guide for Implementing the Federal Hazardous Occupations Order in Agriculture.

Indiana State Dept. of Public Instruction, Indianapolis
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($.25).
Pub Date - Apr68 26p.

*VOCATIONAL AGRICULTURE; *WORK EXPERIENCE PROGRAMS; *FARM OCCUPATIONS; *PROGRAM GUIDES; *FEDERAL LEGISLATION; SUPERVISED FARM PRACTICE; GRADE 9; GRADE 10
*HAZARDOUS OCCUPATIONS; FAIR LABOR STANDARDS ACT

A federal hazardous occupations order for persons under 16 who are employed in agriculture became effective January 1, 1968 under the Fair Labor Standards Act. The order listed 16 prohibited occupations which include working with certain power driven farm machinery, operating, driving or riding on a tractor over 20-belt horsepower, and working with explosives and certain chemicals. This guide was developed to aid teachers of agriculture in the training and placement of agricultural students under 16 years of age in meaningful work-experience situations in farming. Exemptions to persons meeting the following requirements are possible: (1) employment of children by parents on a farm owned by the parents, (2) student learners if the student is enrolled in a state-recognized course in agriculture and a written agreement is formalized which meets certain conditions, and (3) other portions of the order may be excluded by the Secretary of Labor pursuant to a satisfactory educational program. Items included in the document to assist teachers and students in complying with the order include: (1) a sample training program guide, (2) a sample skill check list, (3) a sample employment agreement, and (4) a bibliography. (DM)

VT 008 493
Fields, Ralph, Ed.
Agriculture Mechanics Units.

Indiana State Dept. of Public Instruction, Indianapolis. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($.40).
Pub Date - Jul68 44p.

*VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; SECONDARY GRADES; *TEACHING GUIDES; *FARM STRUCTURES; *AGRICULTURAL MACHINERY; TRACTORS; KINETICS

Developed by teachers of vocational agriculture, this course of study in agricultural mechanics was designed to enrich current agricultural programs and assist in development of new programs. The six modules contain 26 lessons in the areas of: (1) Farm Buildings, (2) Mechanical Power Transfer Systems, (3) Tractor Lubrication, (4) The Fuel System, (5) Cooling System, and (6) Tractor Maintenance. Lessons contain objectives, subject matter, activities, and references. A tractor tune-up check list is included in the module on tractor maintenance. (DM)

VT 008 495
Pennington, Don, Ed.; Copes, Marvin, Ed.
Student Handbook for Cooperative Programs in Agriculture.

Indiana State Dept. of Public Instruction, Indianapolis. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($.40).
Pub Date - Jan68 85p.

*COOPERATIVE EDUCATION; *VOCATIONAL AGRICULTURE; *PROGRAM GUIDES; *WORKBOOKS; SECONDARY GRADES; *OFF-FARM AGRICULTURAL OCCUPATIONS; RECORDS (FORMS)

This handbook was developed to aid in the organization of cooperative programs in agricultural-business occupations. Through its use by students, a teacher-coordinator has a record of each individual's occupational training activities. The content of the document includes a teaching guide and a list of advantages of the agricultural occupations program. Some of the sample forms included are: (1) student information sheet, (2) career objective survey, (3) letter of application, (4) personnel data sheet, (5) application for agri-business employment, (6) certificate of physical fitness, (7) employment certificate, (8) termination notice, (9) duplicate employment certificate, (10) minor's certificate of age, (11) training agreement, (12) training plan, (13) business regulations, (14) agri-business organizational chart, (15) weekly training station report, (16) summary of work experience, (17) record of earnings, (18) financial statement, and (19) evaluation sheets. (DM)

VT 008 681
Byram, Harold M.
Occupations for Youth in Agriculture. Charts and Suggestions for Use.

DOCUMENT NOT AVAILABLE FROM EDRS.
Interstate Printers and Publishers, Inc., 19-27 North Jackson Street, Danville, Illinois 61832.
Pub Date - 68 10p.

*CHARTS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL OCCUPATIONS; *OCCUPATIONAL INFORMATION; GRADE 9; CLASSROOM GUIDANCE PROGRAMS; *AGRICULTURAL EDUCATION

These charts were developed to help high school students visualize the vast number and wide variety of opportunities in agriculture that are open to persons having agricultural background and/or training. The agricultural occupations are classified into the four broad categories of Agricultural Production, Agricultural Business, Technical and Mechanical Occupations, and Professions and Work with People. Examples are included of 110 occupations in 11 sub-groups. The charts are designed to show only the titles of occupations. The charts may be used with first year students in vocational agriculture, in reviewing occupations with students of higher grades, and as posters for classroom walls. (DM)

BUSINESS AND OFFICE EDUCATION SECTION

VT 001 407
Sparks, Mavis C.
Business Forms: Transparency Masters for use in Typewriting, General Business, Bookkeeping Salesmanship, and Office Practice.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Nov66 33p.

*BUSINESS EDUCATION; *TRANSPARENCIES; *RECORDS (FORMS); SECONDARY GRADES; *OFFICE OCCUPATIONS; BUSINESS SKILLS; *TEACHER DEVELOPED MATERIALS; STUDY GUIDES

This manual contains transparency masters for teacher use in developing visual aids for overhead projection, student handouts, and bulletin board displays in business education. It was developed by a subject matter specialist and is to be revised as directed by teachers of business and office education. Twenty-nine business forms are included for use in teaching (1) typewriting, (2) general business, (3) bookkeeping, (4) salesmanship, and (5) office practice, in the high school, area vocational school, or community college. Suggestions are included for effective classroom use of transparencies. (MM)

VT 005 441
General Business, Course Guide.

Texas Education Agency, Austin
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 52p.

TEACHING GUIDES; BUSINESS EDUCATION; *CONSUMER EDUCATION; *ECONOMICS; GRADE 9; GRADE 10; BIBLIOGRAPHIES

This teaching guide is for teacher use in planning a course for high school students in general business. It was developed by a committee of the Texas Business Education Association and tested in the classroom before publication. The content objectives are to assist students in developing economic understanding. Suggested units for this one or two semester course are: (1) The Business Community, (2) Money and Banking, (3) Planned Spending, (4) Using Credit, (5) Savings and Investments, (6) Insurance, (7) Travel and Transportation, (8) Communications, (9) Filing and Record Keeping, (10) Automation, (11) Labor and Government, and (12) Business Careers. Included are course descriptions, specific objectives for students, suggested content, suggested teaching procedures, suggested evaluation procedures, and suggested teachers' reference materials. The reference materials include: (1) textbooks, (2) reference textbooks, (3) manuals and guides, (4) professional books, (5) periodicals, (6) sources of visual aid materials, and (7) a list of free and inexpensive materials. Students should be grade 9 or grade 10. (MM)

VT 007 306
Introduction to Data Processing for Business Teachers; A Study Guide.

Virginia State Dept. of Education, Richmond. Business Education Service
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 123p.

*BUSINESS EDUCATION; *DATA PROCESSING; *TELEVISED INSTRUCTION; *SUPPLEMENTARY TEXTBOOKS; *INSERVICE TEACHER EDUCATION
VIRGINIA

This study guide was developed for business teachers who are enrolled in an in-service educational television (ETV) course in data processing. Its major objective is to make each of the 30 ETV telecasts more understandable and useful to the viewer. The units include: (1) Overview of Data Processing, (2) The Steps in Data Processing, (3) Systems and Procedures for Data Processing, (4) Four Basic Methods of Handling Data, (5) The Punched Card, parts 1 and 2, (6) Overview of Unit Record Equipment, parts 1 and 2, (7) Unit Record Job Applications, (8) The Card Punch, (9) The Verifier and the Program Card, (10) The Sorter, (11) Wiring Unit Record Equipment, parts 1 and 2, (12) The Reproducer, (13) The Collator, (14) The Accounting Machine, parts 1 and 2, (15) Components of the Electronic Computer, parts 1 and 2, (16) Numbering Systems, (17) The Central Processing Unit, (18) Electronic Computer Job Application, parts 1 and 2, (19) Computer Programming, parts 1 through 4, (20) Technological Developments, and (21) Employment Opportunities in Data Processing. Also included are post-viewing exercises and solutions to the exercises. The appendix contains a unit record problem for completion at seminar sessions. (MM)

VT 007 359
Sparks, Mavis C.
Transparency Masters. Automation and Data Processing.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Mar68 24p.

*BUSINESS EDUCATION; *DATA PROCESSING OCCUPATIONS; *TRANSPARENCIES; *AUDIO VISUAL AIDS; *DATA PROCESSING; COMPUTERS; SECONDARY GRADES; POST SECONDARY EDUCATION

This booklet is for teacher use in making overhead projector transparencies for a course in automation and data processing in high schools, area vocational schools and community colleges. The 20 transparency masters were developed by a subject matter specialist at the state level. Titles are: (1) Automation, (2) Automation and Employment--Changes in Percent of Work Done, (3) Automation and Employment--Growing Occupations, (4) Simple Analog Computers, (5) Simple Digital Computers, (6) Tools for Solving a Problem, (7) Input Media, (8) Card Punch Keyboards, (9) Types of Computer Storage or Memory, (10) Punched Card Fields Overlay, (11) Punched Card Characteristics Overlay, (12) IBM Punched Card, (13) Output Media, (14) Block Diagramming Symbols, (15) Block Diagram of the Operations Involved in Getting to School in the Morning, (16) Computer Arithmetic, (17) Addition in Binary, (18) Subtraction in Binary, (19) Multiplication in Binary, and (20) Division in Binary. The teacher should have business education training with an understanding of data processing. Supplementary equipment needed would include a copy machine which will make transparencies from originals and an overhead projector. (MM)

VT 007 512
Sparks, Mavis C.
Enrichment Materials for Office Practice and Office Machines Classes. Materials for Basic Instruction and On-the-Job Training Clinics, Source List.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun68 65p.

*BUSINESS EDUCATION; *OFFICE PRACTICE; REFERENCE MATERIALS; *INSTRUCTIONAL MATERIALS; CATALOGS; SECONDARY GRADES; *BIBLIOGRAPHIES; ADULT VOCATIONAL EDUCATION; ACHIEVEMENT TESTS; AUDIOVISUAL AIDS

This document is a source list for reference materials to be used in office practice and office machines classes. Included are: (1) Addresses of Producers and Publishers, (2) Materials for Student Use, (3) References and Aids for the Teacher, and (4) Index (Types of Materials Listed). Some of the 23 areas which have materials listed for student use are: (1) Bookeeping Machines, (2) Careers, (3) Communications, (4) Data Processing, (5) Duplicating, (6) Filing, (7) Handling the Mail, (8) Job Application, (9) Machine Transcription, (10) Office Machines, (11) Office Safety, (12) Personal Development, (13) Printing Calculators, (14) Production Typewriting, and (15) Receptionist and Messenger Duties. The areas of references and aids for the teacher include (1) Advanced Office Practice and Office Management Textbooks, (2) Bulletin Board Ideas, (3) Methods of Teaching and Office Direction, (4) Resource Units, (5) Source Lists, (6) Tests, and (7) Transparencies and Other Visual and Audio Visual Materials. (MM)

VT 007 700
Sparks, Mavis C.
Transparencies for Business Classes. Source List.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jul68 14p.

*BUSINESS EDUCATION; *TRANSPARENCIES; *INSTRUCTIONAL MATERIALS; *CATALOGS; BOOKKEEPING; BUSINESS ENGLISH; DATA PROCESSING; GUIDANCE; OFFICE PRACTICE; STENOGRAPHY; TYPEWRITING

This document is a source list for transparencies which may be used in business classes. This document lists publishers, addresses of publishers, titles of transparencies, price and availability of transparencies in the subjects of: (1) Bookkeeping, (2) Business English, (3) Data Processing, (4) General Business, (5) Guidance, (6) Office Practice, (7) Shorthand, and (8) Typewriting. Transparencies should be ordered directly from the publisher. Prices listed are subject to change. (MM)

VT 007 813
Ettinger, Blanche, And Others
Exploring Business Occupational Information.

MF AVAILABLE IN VT-ERIC SET.
Delta Pi Epsilon, Bronx Community College, 120 East 184th Street, New York, N.Y. 10468 ($2.00).
Pub Date - 68 96p.

*TEACHER GUIDES; OCCUPATIONAL GUIDANCE; *CAREER PLANNING; *OFFICE OCCUPATIONS EDUCATION; CLASSROOM GUIDANCE PROGRAMS; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; POST-SECONDARY EDUCATION; STUDENT PROJECTS; UNITS OF STUDY (SUBJECT FIELDS); GUIDELINES; BIBLIOGRAPHIES; *CLERICAL OCCUPATIONS

Developed by a group of New York high school and college teachers, this teaching guide is designed to be used by qualified business education teachers in aiding high-school seniors or post-secondary students in occupational choice. It is particularly appropriate for occupational use in secretarial and office practice classes. The content provides guidelines for developing occupational knowledge and for assessing individual abilities. Another section is made up of sample lesson plans, including procedures, materials needed for various types of office work, teaching suggestions, and suggestions for utilizing practical aids such as local telephone directories and classified newspaper help-wanted advertisements. A short skit designed to interest students in studying occupations is included. Utilization of creative, student-centered projects and practical student participation is emphasized. Supplementary materials include a bibliography, a job guide for clerical workers, sample aptitude tests, tables, sample forms and letters, and a listing of audio-visual aids. (AW)

VT 008 070
Nall, C.K., And Others
A Programmed Text on How to Train an Employee.

Kansas State Teachers Coll., Emporia
MF AVAILABLE IN VT-ERIC SET.
Department of Business, Kansas State Teachers College, Cremer Hall, Emporia, Kansas 66801 ($2.50).
Pub Date - Jul68 40p.

*PROGRAMED TEXTS; *BUSINESS EDUCATION; *SUPERVISORY TRAINING; *ADULT VOCATIONAL EDUCATION; *TRAINING TECHNIQUES

This programed text is for use in training current or potential supervisors for basic supervisory competency. It was developed by secondary vocational coordinator-instructors and tested with secondary students prior to printing. Included are four basic principles involved in the process of learning: (1) prepare the learner, (2) present the material to be taught, (3) application and performance, and (4) test on understanding and ability to do. Chapters included in this programed text are: (1) Preparing Yourself for Training, (2) How to Train, (3) Case Study, and (4) Applying the Technique. The materials are designed to be used by the student trainees at their own rate. Each chapter contains textual information and is followed by programed questions and a self-test for review at the end of each chapter. (MM)

VT 008 236
Sparks, Mavis C.
Simulated Office Practice. Teacher's Guide.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 147p.

*TEACHING GUIDES; *BUSINESS EDUCATION; *OFFICE PRACTICE; GRADE 11; GRADE 12; PROJECT TRAINING METHODS; SIMULATED ENVIRONMENT; *OFFICE OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION; BIBLIOGRAPHIES; STUDENT EVALUATION; GUIDELINES; TEACHING PROCEDURES; SIMULATION

This teaching guide is for use in planning and conducting a simulated office practice course for 11th and 12th grade students in secretarial and clerical occupational training. It was developed by a specialist in instructional materials with the aid of a business education teacher and tested in a pilot program during the

1967-1968 school year. The content objectives are to bridge the gap between the classroom and office employment and provide simulated work experience for students who do not participate in a cooperative office practice program. The document includes: (1) an introduction to simulation, (2) guidelines for the simulated office practice program at the secondary level in business and office education, (3) models of simulated office operation, (4) procedure for organizing a simulated class, (5) evaluation of the course and students, (6) list of instructional materials, and (7) selected references. The teacher should be a business education major and have business experience. The course is designed for either 1 semester or 1 year. (MM)

VT 008 585
Training Recommendations: Clerical and Commercial Occupations.

Carpet Industry Training Board, Wilmslow Cheshire (England)

MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun68 24p.

*PROGRAM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *CARPETING; *MANUFACTURING INDUSTRY; *CLERICAL WORKERS; ADULT VOCATIONAL EDUCATION; CLERICAL OCCUPATIONS; INDUSTRIAL TRAINING; EDUCATIONAL NEEDS; ADMINISTRATIVE POLICY; BUSINESS EDUCATION

The purpose of this manual is to assist supervisors and managers in the training of clerical personnel in the carpet industry. It was developed by the Carpet Industry Training Board of Wilmslow Cheshire, England. Some aspects of the program covered in the manual are the scope of training, the responsibility for training, assessment of training needs, selection and training of instructors, phases of the training program, recruitment, and record-keeping. Also included are lists of clerical and secretarial occupations in the carpet industry, job descriptions, training plans, a syllabus for basic training of young office workers, and various sample forms. (AW)

DISTRIBUTIVE EDUCATION SECTION

VT 001 351
Ernest, John W.
Our System of Distribution.

California Univ., Los Angeles. Div. of Vocational Education
California State Dept. of Education, Sacramento. Bureau of Business Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 145p.

*TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *MARKETING; JUNIOR COLLEGES; *ECONOMICS; POST SECONDARY EDUCATION; BIBLIOGRAPHIES; *MERCHANDISING; RETAILING; WHOLESALING

This teaching guide is for teacher use in conducting basic marketing training at the junior college level. It was developed by an associate professor at Los Angeles City College to provide suggestions for lesson planning. Units are: (1) The Role of Marketing in our Economy, (2) Marketing Functions and Marketing Channels, (3) Basic Types of Markets, (4) The Consumer Goods Market, (5) Consumer Motivation and Behavior, (6) The Industrial Goods Market, (7) Product Planning and Development, (8) Product Line Strategy, (9) Image Building Characteristics, (10) Channels of Distribution, (11) The Retail Market Structure, (12) Retail Store Types and Trends, (13) Chain Stores Versus Independent Retailing, (14) Retailing Methods, (15) The Wholesale Market, (16) Selecting Channels of Distribution, (17) Physical Distribution, (18) The Role of Price in Marketing, (19) The Firm's Promotional Mix, (20) Marketing Agricultural Products, and (21) International Marketing. Each unit contains a suggested curriculum outline, notes, activities, ideas, discussion questions and references for the instructor. The teacher should be competent in marketing and distribution. (MM)

VT 001 549
Burbrink, Pauline W.; Luter, Robert R.
Development of Junior College Distributive Education Curriculums. A Research Project.

Texas Univ., Austin. Instructional Materials Laboratory
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712.
Pub Date - 1Jul66 64p.

*DISTRIBUTIVE EDUCATION; *POST SECONDARY EDUCATION; *CURRICULUM DEVELOPMENT; *JUNIOR COLLEGES; *EDUCATIONAL OBJECTIVES; PROGRAM DESCRIPTIONS; NATIONAL SURVEYS; *SUPERVISORY TRAINING
TEXAS

This report is in three major parts: (1) an outline of organization for distributive education junior college programs, (2) a survey of distributive education programs in junior colleges in the United States, and (3) a development of a proposed mid-management curriculum for Texas junior colleges. Part I includes purpose of the curriculums, Texas minimum and optimum requirements, and other information drawn from the preliminary draft of the Texas "Guide for Public Junior Colleges in Planning Programs of Vocational Education." Part 2 contains the methods of conducting the survey and the report of the findings. Part 3 presents the mid-management curriculum based on the survey, suggestions from an advisory committee, and the results of two previous national surveys sponsored by other sources. The suggested curriculum is based on a minimum course load of 72 credit hours. During the first semester, the courses are English, history, business communications, marketing principles, selling, and supervised work experience. In the third semester, government, principles of accounting, economics, principles of management, an elective, and supervised work experience are offered. The final semester includes courses in government, principles of accounting, management seminar, supervision, an elective, and supervised work experience. The appendix lists those junior colleges offering distributive education curriculums and those participating in the survey. (SL)

VT 002 102
Business and Distributive Education Curriculum Guide.

Nebraska Business Education Advisory Committee
Nebraska State Dept. of Education, Lincoln
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 74p.

*BUSINESS EDUCATION; *DISTRIBUTIVE EDUCATION; *CURRICULUM GUIDES; VOCATIONAL EDUCATION; *CURRICULUM; *OFFICE OCCUPATIONS EDUCATION; SECONDARY EDUCATION; EDUCATIONAL EQUIPMENT; SCHOOL COMMUNITY RELATIONSHIP; BUSINESS EDUCATION TEACHERS; INTERNSHIP PROGRAMS; EDUCATIONAL GUIDANCE; ILLUSTRATIONS; COCURRICULAR ACTIVITIES; EDUCATIONAL PROGRAMS
*NEBRASKA BUSINESS EDUCATION ADVISORY COMMITTEE

This curriculum guide, for administrator and teacher use in planning and developing high school courses for both general and vocational education, was prepared by the Nebraska Business Education Advisory Committee. Objectives are: (1) to present all high school students with the opportunities to develop basic understandings of business and economic principles, and (2) to provide all students with the opportunity to develop marketable skills which will lead to job competencies in business, office, and distributive occupations. Four suggested programs, designed for grades 10, 11, and 12, are: (1) General Electives, (2) Vocational Clerical Programs, (3) Vocational Stenographic Program, and (4) Vocational Distributive Education Program. The success of a high school business education program is related to the guidance function in the high school, to the professional growth of the teachers, to the use of internship programs in the vocational curriculums, to an effective community relations program, and to the use of co-curricular activities relating to business education. Three program models, twenty-one short course descriptions, and a detailed and illustrated section on facilities and equipment are included. (MU)

VT 003 609
Rowe, Kenneth
Advanced Sales Training and Techniques, an Instructor's Guide.

Arizona Univ., Tuscon. Div. of Continuing Education
Arizona State Dept. of Vocational Education, Phoenix. Distributive Education Service
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 64 43p.

*DISTRIBUTIVE EDUCATION; *SALESMANSHIP; *ADULT VOCATIONAL EDUCATION; RETAILING; *TEACHING GUIDES; HUMAN RELATIONS; MERCHANDISING; *SALES OCCUPATIONS

This teaching guide is for use in conducting a course for adults in salesmanship. It was developed by a teacher educator and was refined by use with adult groups. The content objectives are to develop skills and understandings through preparatory or refresher courses in salesmanship. Units are: (1) Introduction, Why this Class, Preview of the Course and Distribution in a Free Economy, (2) Customer Types, The Psychological

Approach, (3) Creative Imagination in Selling, (4) Merchandise Information and Presentation, (5) Overcoming Objections and Psychological Walls, (6) Closing the Sale and Suggestion Selling, (7) Human Relations, and (8) Merchandise Security and Control. Each of the eight units were designed for a 2½-hour class period and can be adapted to the special needs of the students. The teacher should have experience in selling and in teaching adults. Students should have some experience in sales or be planning to enter the field. Each unit contains suggestions to the instructor and the teaching outline. (MM)

VT 003 739
Karnes, James B., Ed.
Management Individual Study, A Course of Study Designed for Students Preparing for or Presently Employed in Distributive Occupations.

Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dept. of Education, Jefferson City. Industrial Education Section
MF AVAILABLE IN VT-ERIC SET.
Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($1.50).
Pub Date - Apr67 87p.

*STUDY GUIDES; *DISTRIBUTIVE EDUCATION; *MARKETING; *MANAGEMENT; RETAILING; GRADE 11; GRADE 12; INDEPENDENT STUDY; STUDENT RECORDS; *COOPERATIVE EDUCATION

This self-study workbook, designed to be used by students preparing for or presently employed in distributive education, was prepared in the department of distributive education and industrial education at the University of Missouri and designed to be used with Herbert A. Tonne, et al., "Business Principles, Organization, and Management, Second Edition" (McGraw-Hill Book Company, 1963). Its primary purpose is to provide a guide for basic knowledge and training in the field of retail merchandising through the three types of learning required for occupational competency: (1) mastery of job skills, (2) comprehension of technical and related information, and (3) development of essential personal-social traits. The 14 assignment sheets concern the related materials and include the following units: (1) Proprietorships and Partnerships, (2) Corporations, (3) Marketing Management, (4) Buying and Pricing, (5) Selling, Promotion, and Delivery, (6) Financial Control, (7) Business Risk, (8) Production Management, (9) Employer-Employee Relations, (10) Employee Compensation, (11) Financial Records, (12) Budgetary Control, (13) Governmental Influences on Business, and (14) Career Planning. A progress sheet for recording job experiences within each training area is provided. An answer book may be obtained from the source of availability indicated for this document. (MU)

VT 005 469
Distributive Education Curriculum for High School Programs.

Pennsylvania State Dept. of Public Instruction, Harrisburg. Bureau of Vocational, Tech. and Cont. Ed.
MF AVAILABLE IN VT-ERIC SET.
State Department of Public Instruction, Box 911, Harrisburg, Pennsylvania 17126 (single copies are available).
Pub Date - 67 268p.

*DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *CURRICULUM DEVELOPMENT; SECONDARY GRADES; *MARKETING PENNSYLVANIA

This teaching guide is for teacher use in conducting a program of distributive education for 10th, 11th, and 12th grade students in distributive education. It was developed by a committee of teachers, supervisors and teacher educators. The content objectives are to serve as an introduction to marketing and distribution at the 10th grade level, provide techniques of selling, fundamentals of marketing and business systems at the 11th grade level, and put theory into practice at the 12th grade level. Curriculum units at the 10th grade level include: (1) Personality Development, (2) Career Opportunities in Distribution, (3) Business Communications,and (4) Business Mathematics. The 11th year units include: (1) Orientation, (2) Marketing Fundamentals, (3) Business Ethics and Law in Marketing, (4) Customer Motivation and Behavior, (5) Techniques of Selling, (6) Business Systems, (7) Sales Supporting Activities, (8) Customer Services, (9) Merchandise Mathematics, and (10) Communications. Units at the 12th year level include: (1) Orientation, (2) Merchandise Information, (3) Merchandising, (4) Color, Line and Design, (5) Advertising and Sales Promotion, (6) Visual Merchandising Techniques and Materials, (7) Economics of Distribution, and (8) Business Principles and Management. Supplemental information for the use of the teacher is also included. Each unit includes the objective, a content outline with teaching suggestions, and a list of materials needed by the teacher in teaching the unit. (MM)

VT 007 516
Jackman, Melvin, And Others
A Course in Practical Salesmanship (Business Management XXIx). Material for the Student. Supervised Correspondence Study Series.

Nebraska Univ., Lincoln. Univ. Extension Div.
MF AVAILABLE IN VT-ERIC SET.
University Extension Division, University of Nebraska, Lincoln, Nebraska 68508 ($3.00).
Pub Date - 68 177p.

*STUDY GUIDES; *DISTRIBUTIVE EDUCATION; *SALESMANSHIP; *CORRESPONDENCE STUDY; *UNIVERSITY EXTENSION; SELF EVALUATION; WORKBOOKS; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION

This instructional syllabus is for student use in completing a correspondence course in practical salesmanship at the high school level, and is designed to be directed by the University Extension Division. It was developed by subject matter specialists and specialists in correspondence study course development. The content objectives are to develop skills and understandings required for salesmanship. Units are: (1) Selling as a Career, (2) Meet the Customer, (3) The Salesman, (4) Steps in Making a Sale, (5) Planned Sales Approach, (6) Aids to Personal Selling, and (7) Your Future in Selling. Each unit contains assignments, self-check tests, worksheets and review directions. The material is designed to be used by the individual student under the supervision of the local instructor and a correspondence instructor in the extension division for 180 hours. A supervisor manual (VT 007 517) is available with unit tests and administrative guides. Students should be of high school or adult age with an occupational goal of becoming a sales person. Also included in the syllabus are study directions, mailing directions and supplies needed by the students. (MM)

VT 007 517
Jackman, Melvin, And Others
A Course in Practical Salesmanship (Business Management XXIx). Manual for the Supervisor Including Form A Tests. Supervised Correspondence Study Series.

Nebraska Univ., Lincoln. Univ. Extension Div.
MF AVAILABLE IN VT-ERIC SET.
University Extension Division, University of Nebraska, Lincoln, Nebraska 68508 ($.50).
Pub Date - 68 34p.

*ADMINISTRATOR GUIDES; *DISTRIBUTIVE EDUCATION; *SALESMANSHIP; *CORRESPONDENCE STUDY; *UNIVERSITY EXTENSION; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; TESTS; STUDENT EVALUATION

This document is a manual for the supervisor who uses the instructional syllabus, "A Course in Practical Salesmanship" (VT 007 516) and includes an administrative guide for the course, a list of supplies needed, specific supervisory duties and the seven unit and final exams for completion of the course. (MM)

VT 007 564
Suggested High School Related Curriculum for Distributive Education in Louisiana. Bulletin No. 1126.

Louisiana State Dept. of Public Education, Baton Rouge
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Development and Research Center, P.O. Box 657, Natchitoches, Louisiana 71457.
Pub Date - 68 112p.

*TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *MARKETING; SECONDARY GRADES; *CURRICULUM DEVELOPMENT
LOUISIANA

This teaching guide is for teacher use in teaching distributive education programs for 10th, 11th, and 12th grade students in Distributive Education I (DE I), Distributive Education II (DE II), and Distributive Education III (DE III). It was developed by a committee of distributive education teachers at the state level. The content objective is to provide an outline that the creative teacher coordinator can use in the classroom to develop skills and understandings in distribution. Brief outlines of suggested curriculum content are included for DE I, DE II, and DE III. Suggested units in DE II are: (1) Orientation, (2) Personality Development Human Relations, (3) The Selling Process, (4) Shrinkage Control, (5) Retail Store Organization and Operation, and (6) Economics of Distribution. Suggested units for DE III are: (1) Advanced Selling Techniques, (2) Merchandising and Stock Control, (3) Fundamentals of Display, (4) Fundamentals of Advertising, and (5) Credit and Collections. Four supplements are also included to be used in making the student aware of the opportunities in distributive education. A list of books, periodicals, and visual aids are provided for each of the units and each of the supplements. Each of the suggested units contains a general statement, objectives, organization and content, procedure, evaluation and materials needed in teaching that unit. (MM)

VT 008 700
Burbrink, P.W., And Others
Jewelry Sales Training Kit.

DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($30.00).
Pub Date - 67 1,246p.

MANUALS; ANSWER KEYS; *SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; POST SECONDARY EDUCATION; ADULT VOCATIONAL EDUCATION; *DISTRIBUTIVE EDUCATION; *RETAILING; *MERCHANDISING; *STUDENT PROJECTS
*JEWELRY

Developed by subject matter specialists to acquaint distributive education trainees with the actual operations and merchandise of the retail jewelry store, these instructional materials are for use in high schools, junior colleges, and adult classes. Each of the manuals was checked by leading jewelers for accuracy and authenticity. The jewelry sales training kit contains assignment manuals and teacher's answer books on: (1) The Jewelry Store of Today, (2) Watches and Clocks, (3) Precious Gems and Metals, (4) Flatware and Holloware, (5) Fashion Jewelry, and (6) Crystal, China, and Giftware. Additional references included are a booklet explaining the romance of rings and birthstones and a catalog of precious stones. The student manuals contain supplementary textual information, questions, and projects for completion based on the student's cooperative work experience. (DM)

HEALTH OCCUPATIONS
EDUCATION
SECTION

VT 003 830
Lewis, Meredith G.
Fundamentals of Teaching Roentgenographic Positions.

MF AVAILABLE IN VT-ERIC SET.
American Society of Radiologic Technologists, 645 N. Michigan Ave., Chicago, Illinois 60611 ($1.00).
Pub Date - Jun68 98p.

*TEACHING GUIDES; *RADIOLOGIC TECHNOLOGISTS; *HEALTH OCCUPATIONS EDUCATION; MANUALS; LESSON PLANS; EDUCATIONAL EQUIPMENT; AUDIOVISUAL AIDS; RADIOLOGY; AUDIOGRAPHERS; POST SECONDARY GRADES; *TEACHING METHODS;
*FUNDAMENTAL CONCEPTS
*ROENTGENOGRAPHIC POSITIONING

Educators in the field of x-ray technology developed and tested this manual to assist instructing technicians to improve their teaching on the topic of positioning patients. Chapters cover: (1) Formation of a Standard Positioning Course, (2) The Formal Classroom Instructor, (3) Fundamentals of Classroom Instruction, the purpose of formal class, preparation and presentation of daily lecture material, and examinations, (4) The Radiographic Room Instructor, qualifications and duties, (5) Fundamentals of Radiographic Room Instruction, (6) Improvements for Efficiency in the Radiographic Room, and (7) Visual Aids in Teaching Roentgenographic Positions, a comparative analysis of the various kinds of visual aids and description of the procedures for preparation of lantern slides and photographs and for the reproduction of radiographs. This material is for use at all levels of formal and practical instruction. (JK)

VT 005 450 ED 023 826
Gilbert, Maud R., Ed.; Fiedler, Belle, Ed.
Manual of an Instructional Program in Dental Assisting.

Madison Vocational, Technical, and Adult Schools, Wis.
EDRS PRICE MF-$0.50 HC-$4.40
Pub Date - Aug64 86p.

*PROGRAM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL ASSISTANTS; PROGRAM ADMINISTRATION; PROGRAM CONTENT; POST SECONDARY EDUCATION; CURRICULUM; *PROGRAM DESCRIPTIONS
*MADISON VOCATIONAL TECHNICAL AND ADULT SCHOOLS; MADISON; WISCONSIN

This manual is for administrator and teacher use in planning a program and individual courses for adults in dental assisting in vocational, technical, and adult programs. The manual was developed by a supervisor, a teacher-coordinator, teachers, and dentists at the local level and tested in the local school. The objectives are to prepare individuals to function as chairside assistants and office managers. Curriculum components are English, Dental Office Management, Dental Assisting Typewriting, Professional Orientation, Perspectives in Personal Development, Dental Laboratory Procedures, Dental Theory, First Aid, Pharmacology, and Dental Assisting Theory and Practice. Course outlines include time allotment, general descriptive statement, objectives, and general content. Two semesters including 1,016 class and laboratory hours are required. Teachers should be competent practitioners and represent the areas of home economics and business education as well as dental education. Student requirements include high school graduation or equivalency, one unit of science, one unit of typing, and a twelfth grade reading level. Field experiences are described and policies in connection with (1) admission, (2) scholarship, probation and dismissals, (3) withdrawals, readmissions, and transfers, (4) graduation, (5) health program, (6) counseling program, and (7) scholarship and loans are explained. Appendixes include evaluation forms and laboratory procedure outlines. (JK)

VT 005 561
How to Be a Nurses' Aide in a Nursing Home, Instructor's Manual. Publication No. 1426.

Public Health Service (DHEW), Washington, D.C. Nursing Homes and Related Facilities Branch
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS 2.6/2:N93/98,$.55).
Pub Date - Apr66 23p.

*HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *NURSING HOMES; *TEACHING GUIDES; *PROGRAM DEVELOPMENT; TEACHING METHODS; SKILL ANALYSIS; LESSON PLANS; FACILITY INVENTORY; REFERENCE MATERIALS

Intended as an aid in the use of the manual, "How to Be a Nurses' Aide in a Nursing Home" (American Nursing Home Association, $2.50), this manual is designed to assist the instructor in organizing and planning a training program for nurse's aides. "Organizing the Training," deals with involving an advisory committee and nursing home administrators and with planning as it relates to working environment, number of aides to be trained, facilities and equipment, class hours and length of training, records, lesson plans, and written acknowledgement of program completion. "Four-Step Method of Instruction," deals with preparation, demonstration, return demonstration, and followup as the four steps in teaching and emphasizes procedure breakdown. Appendixes include sample forms for facility inventory, record of attendance and supervision, skill inventory for auxiliary personnel, and acknowledgement of course completion. Sample procedure breakdowns for three nursing procedures and a list of suggested references for the instructor are also presented. (JK)

VT 005 867
Training the Nursing Aide. Instructor's Guide.

Hospital Research and Educational Trust, Chicago, Ill.
Hospital Research and Educational Trust of New Jersey
Manpower Administration (DOL), Washington, D.C. Bureau of Apprenticeship and Training
MF AVAILABLE IN VT-ERIC SET.
American Hospital Association, 840 North Lake Shore Drive, Chicago, Illinois 60611 ($5.00).
Pub Date - 65 325p.

*NURSES AIDES; *TEACHING GUIDES; *LESSON PLANS; HOSPITALS; INSERVICE COURSES; *HEALTH OCCUPATIONS EDUCATION; ILLUSTRATIONS; ADULT VOCATIONAL EDUCATION

The guide presents detailed lesson plans on: (1) orientation, (2) making unoccupied beds, (3) asepsis, (4) preparing the empty unit, (5) personal care, (6) morning care, (7) food service, (8) intake and output, (9) temperature, pulse, and respiration, (10) anatomy, (11) rectal treatment, (12) specimen collection, (13) skin care, (14) positioning patients, (15) orthopedic care, (16) preoperative care, (17) post-operative care, (18) admission, transfer, and discharge, (19) isolation technique, (20) care of the dying, (21) catheters, cannulas, and other tubes, (23) physical examination, (23) patient care records, (24) care of equipment, (25) hospital safety, (26) heat and cold applications. Numerous illustrations are included. Lesson plans correspond to chapters in "Training the Nursing Aide. Student Manual" (VT 005 868), a related document. (JK)

VT 005 868
Training the Nursing Aide. Student Manual.

Hospital Research and Educational Trust, Chicago, Ill.
Hospital Research and Educational Trust of New Jersey
Manpower Administration (DOL), Washington, D.C. Bureau of Apprenticeship and Training
MF AVAILABLE IN VT-ERIC SET.
American Hospital Association, 840 North Lake Shore Drive, Chicago, Illinois 60611 ($2.50).
Pub Date - 65 258p.

*NURSES AIDES; *TEXTBOOKS; *STUDY GUIDES; INSERVICE COURSES; *HEALTH OCCUPATIONS EDUCATION; HOSPITALS; ILLUSTRATIONS; ADULT VOCATIONAL EDUCATION

The manual is designed for: (1) note-taking in class for which a blank column is provided on each page, (2) home study, (3) review of procedures in the clinical area. Principles and background information are presented with related procedures. Numerous illustrations are included. Chapters correspond to the lesson plans in "Training the Nursing Aide. Instructor's Guide" (VT 005 867), a related document. (JK)

VT 006 120
The Packaged Disaster Hospital Health Mobilization Series F6, F12-14, F15A, F16-17.

Public Health Service (DHEW), Washington, D.C. Div. of Health Mobilization
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (see abstract for numbers and prices).
Pub Date - 65 467p.

*DISASTER; *HOSPITALS; WATER RESOURCES; HEALTH OCCUPATIONS EDUCATION; *HEALTH SERVICES; NURSES; PHARMACISTS; CHECK LISTS; EQUIPMENT; SUPPLIES; MANAGEMENT; PROGRAM PLANNING; INSERVICE EDUCATION; EQUIPMENT STORAGE; CATALOGS; *PROGRAM GUIDES
*PACKAGED DISASTER HOSPITAL

The Packaged Disaster Hospital is a unit of hospital supplies, equipment, and pharmaceuticals stored in the community and unpacked and set up in a disaster in an existing hospital to augment its services or in a separate building in affiliation with an existing hospital. The seven booklets in this series are designed to aid those persons in a community responsible for the planning and functioning of such a unit and to prepare the user for the responsibilities and precautions necessary to operate the unit. Guides cover: (1) Water Supply Management (available from Government Printing Office for 20 cents), (2) Nurses' Ward Management Guide (15 cents), (3) Pharmacy Section (FS2.302:F-13, 20 cents), (4) Assembling Equipment (FS2.302:F-14, $1.00), (5) Catalogue and Guide (FS2.302:F-15A, $1.50), (6) Check List for Developing a Packaged Disaster Hospital Readiness Plan (FS2.302:F-16, 20 cents), and (7) General Stores Section (FS2.302:F-17, 15 cents). Each booklet contains sufficient information to be used as a training manual or handbook. (JK)

VT 006 167
Handbook for Home Health Aides.

Cardinal Ritter Institute, Saint Louis, Missouri
Office of Economic Opportunity, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Cardinal Ritter Institute, 4532 Lindell, St. Louis, Missouri 63108 ($10.00).
Pub Date - 68 179p.

*COMPANIONS (OCCUPATION); NURSING; OLDER ADULTS; *TEXTBOOKS; TASK PERFORMANCE; *RESIDENTIAL CARE; *HEALTH OCCUPATIONS EDUCATION; GUIDELINES; *ADULT VOCATIONAL EDUCATION; SAFETY; GLOSSARIES; FOOD INSTRUCTION; PATIENTS (PERSONS); HUMAN POSTURE

Developed as part of a pilot training project, this handbook is a summary of materials presented to home health aide trainees. There are 10 sections: (1) Team, which discusses relationships with various members of the professional health team, (2) Your Role, which covers appearance and grooming, behavior on the job, personality, and use of the telephone, (3) Patient, which describes the world of the patient, (4) Body mechanics, which teaches how to handle patients, (5) Patient Care, which includes rapport with the patient and family and presents procedures and related information regarding nursing care, (6) Food, which presents basic information on nutrition, special diets, meal planning, shopping, and preparing and servicing food, (7) Homemaking, which describes the aide's housekeeping functions and presents suggestions for performing specific tasks, (8) Safety, which covers safety precautions and presents first aid and emergency procedures, (9) Afterthoughts, which presents further information on chronic illness and aging and discusses the aide's approach to her work, and (10) Words, which provides lists of definitions and pronunciations and abbreviations for medical terms. Numerous line drawings and photographs illustrate the text. (JK)

VT 006 257
Sample Lesson Plans for the Beginning Instructor in Radiologic Technology.

American Society of Radiologic Technologists, Fond du Lac, Wisconsin
MF AVAILABLE IN VT-ERIC SET.
American Society of Radiologic Technologists, 645 N. Michigan Ave., Chicago, Illinois 60611
Pub Date - 20p.

*LESSON PLANS; COURSE DESCRIPTIONS; *CURRICULUM GUIDES; *RADIOLOGIC TECHNOLOGISTS; *RADIOGRAPHERS; *HEALTH OCCUPATIONS EDUCATION; TECHNICAL EDUCATION; INSERVICE TEACHER EDUCATION

Curriculum content is outlined for three courses: Principles of Radiographic Exposure I, Radiographic Positioning of the Osseous System - Section A, and Radiographic Positioning of the Osseous System - Section B. The outlines include statements of course objectives, method, references, topical content outlines, and suggested time allotments. Following each course description are sample lesson plans. Subjects of these lesson plans include: (1) utilizing the influence of intensifying and fluoroscopic screens on x-ray exposure, (2) determining the function of focal-film distance on density, (3) utilizing intensifying screens and their effect on image formation, (4) positioning the hand for visualization, (5) positioning for special views of the scaphoid, carpal, canal, and coronoid process of the elbow, (6) positioning for special views of the radial head and erect and lateral projections of the elbow and humerus, and (7) examination of fractures where there is limitation of motion. (JK)

VT 007 198 ED 027 386
A Guide for Attendant Training in Institutions for the Mentally Retarded.

New Jersey State Dept. of Institutions and Agencies, Trenton. Div. of Mental Retardation
Public Health Service (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.70 Grant-OM-838
Pub Date - 112p.

*MENTALLY HANDICAPPED; MENTAL RETARDATION; *ATTENDANT TRAINING; LESSON PLANS; *PROGRAM DEVELOPMENT; *TEACHING GUIDES; TEACHING METHODS; CURRICULUM

The guide is intended as a stimulus for the establishment of training programs for newly employed attendants and as an aid to the development of on-going in-service training. The instructor should select those subject areas which meet the needs of the institution and its residents. It is expected that additions and deletions will be made. The body of the manual is an outline which indicates the topic and purpose for each lesson and presents in parallel columns suggested content, teaching methods and aids, and reading references in relation to each sub-topic. Lesson topics include: (1) background on mental retardation, (2) growth and development, (3) social emotional needs, (4) housekeeping in the cottage, (5) safety, (6) civil defense, (7) training, feeding, and clothing the resident, (8) personal health and hygiene, (9) nursing care, (10) common diseases and conditions, (11) body mechanics, (12) leisure time, (13) sex education, (14) religion, (15) discipline, (16) referring problems, (17) and the responsibility of the attendant to the patient. The appendix includes a glossary, bibliography, film list, and list of agencies from which resource materials may be obtained. (JK)

VT 007 908 ED 028 275
Hicks, Florence
New Careers: The Community/Home Health Aide Trainee's Manual.

University Research Corp., Washington, D.C. Information Clearinghouse on New Careers
Manpower Administration (DOL), Washington, D.C. Bureau of Work-Training Programs
DOCUMENT NOT AVAILABLE FROM EDRS.
Information Clearinghouse on New Careers, National Institute for New Careers, University Research Corporation, 4301 Connecticut Avenue, N.W., Washington, D.C. 20015 ($3.00).
Pub Date - Oct68 210p.

*COMMUNITY HEALTH SERVICES; *SUBPROFESSIONALS; *STUDY GUIDES; WORKBOOKS
*NEW CAREERS PROGRAMS; COMMUNITY HOME HEALTH AIDE

Intended for trainee use, the manual is in notebook format with a curriculum corresponding to the trainers' manual a related document available as VT 007 909 (ED 027 421). Part I, Basic Health Curriculum, deals with (1) the Roles of Health Service Aides, (2) Biological Potential and Equilibrium, (3) Professionals in the Health Field, (4) Public Health Administration, (5) The Human Body, (6) Conception and Gestational Development, (7) Growth and Development, (8) Nutrition, (9) Accidents, (10) Epidemiology, (11) Chronic Diseases, (12) Infectious Diseases, (13) First Aid, (14) Interviewing Skills, (15) Recording Skills, and (16) Evaluation. Part II, Home Health Aide Specialty Curriculum, deals with (1) The Patient, (2) The Total Care Plan and The Home Health Aide Care Plan, (3) Bedside Care, (4) Range of Motion Exercises, (5) Housekeeping Practices, and (6) Infant Care. Part III, Community Health Aide Specialty Curriculum, covers (1) The Family, (2) Family Health Needs, (3) Community Health Problems and Needs, (4) Community Resources, (5) Environmental Health and Home Sanitation, (6) Referrals, (7) Eligibility Requirements for Community Health Programs, (8) Assisting Patients to Community Health Services, (9) Care of Other Family Members, (10) Interdisciplinary Conferences, (11) Community Organization, (12) Group Teaching, and (13) Working With Other Persons in the Helping Role. (JK)

VT 007 909 ED 027 421
New Careers: The Community/Home Health Aide Trainer's Manual.

University Research Corp., Washington, D.C. Information Clearinghouse on New Careers
Manpower Administration (DOL), Washington, D.C. Bureau of Work-Training Programs
EDRS PRICE MF-$0.75 HC-$9.70
Pub Date - Oct68 192p.

*COMMUNITY HEALTH SERVICES; *SUBPROFESSIONALS; *TEACHING GUIDES; ADMINISTRATOR GUIDES; PROGRAM DEVELOPMENT; COURSE CONTENT; *PROGRAM GUIDES; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES
*NEW CAREERS PROGRAMS; COMMUNITY HOME HEALTH AIDE

The manual is designed to be used in training socially disadvantaged persons who have had no previous job experience in the health fields and who may have only a fifth grade reading ability to function as (1) community health aides who present information received from a qualified source in laymen's language and in general assume the "expediter" role as a link between the client and the community's professional health resources, and (2) home health aides who function mainly to provide personal care in the home. The first three chapters introduce the trainer to the program and provide suggestions for presenting and implementing the training program. The fourth chapter outlines a basic curriculum for all health service trainees. The fifth and sixth outline the specialty skill curriculums for home health aides and community health aides respectively. It is expected that the contents will be refined and expanded to meet local needs. (JK)

VT 008 047
Peters, H. Irene; Rich, Dorothy K.
Instructor's Guide for Teaching Nurses' Aides.

New Hampshire Research Coordinating Unit for Vocational-Technical Education, Concord
MF AVAILABLE IN VT-ERIC SET.
New Hampshire Research Coordinating Unit for Vocatinal-Technical Education, Stickney Avenue, Concord, New Hampshire (copies available without charge).
Pub Date - 69 150p.

*TEACHING GUIDES; *CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; BIBLIOGRAPHIES; PATIENTS (PERSONS); *NURSING

This guide for teacher use in basic, refresher, or continuing inservice programs for nurse aides in nursing homes and hospitals was prepared by the Vocational-Technical Division of the New Hampshire Department of Education and the American Red Cross of Maine, New Hampshire, and Vermont in cooperation with the New Hampshire Division of Public Health Bureau of Hospital Services, and the New Hampshire Association of Licensed Nursing Homes. It was field tested in pilot projects involving registered nurses and nurse aides. Training may take place in high schools or adult education settings. Teachers should be registered nurses and it is suggested that they seek assistance from the American Red Cross for instructor training. Students should have a minimum of an 8th grade education. Prefaced by an explanation of the 4-step teaching method and general suggestions for teaching, lesson outlines cover the following subject areas: (1) general introduction, (2) recognition of illness, (3) positioning and body mechanics, (4) personal services for the bed patient, (5) mobilization of the patient, (6) care of equipment, (7) admission and discharge, (8) medications and simple treatments, (9) special problems in nursing care, and (10) special problems of the aged. The time allotment is included with each unit. (JK)

HOME ECONOMICS
EDUCATION
SECTION

VT 000 090
Niedenthal, Joyce, And Others
Curriculum Guide for Home Economics I.

Broward County Board of Public Instruction, Fort Lauderdale, Fla. Dept. of Secondary Education
MF AVAILABLE IN VT-ERIC SET.
Broward County Board of Public Instruction, Box 8369, Ft. Lauderdale, Florida 33310 ($3.00).
Pub Date - Sep65 271p.

*CURRICULUM GUIDES; *HOMEMAKING EDUCATION; GRADE 9; ORIENTATION MATERIALS; FOODS INSTRUCTION; FAMILY LIFE EDUCATION; HOME FURNISHINGS; CLOTHING INSTRUCTION; *CONSUMER EDUCATION; BIBLIOGRAPHIES; INSTRUCTIONAL AIDS; ACHIEVEMENT TESTS; ANSWER KEYS

Developed by teachers and supervisors for use with 9th grade homemaking students, this curriculum guide was field tested in 28 schools for 2 years prior to final publication. Four subject matter areas comprise the 1-year exploratory course: (1) Personal, Family, and Social Relations, (2) Clothing and Textiles, (3) Foods and Nutrition, and (4) Housing and Home Furnishings. Management and consumer education are incorporated into all four areas. Each unit includes a foreword, an outline, areas of emphasis, suggested visual aids, and a bibliography. The areas of emphasis contain objectives, learning experiences, resources, and evaluation devices in table form. Each of the four areas of home economics is represented in this mimeographed guide by a different color, facilitating its use. Teachers should be competent in home economics and students should be interested in a homemaking career. (MS)

VT 000 405
Basic Guide for Housekeeping Aide Training.

North Carolina State Dept. of Public Instruction, Raleigh. Home Economics Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Feb66 71p.

*CURRICULUM GUIDES; *TEACHING GUIDES; OCCUPATIONAL HOME ECONOMICS; HOME MANAGEMENT; COMPANIONS; MAIDS; VISITING HOMEMAKERS; SECONDARY GRADES

Curriculum materials and organizational procedures for teacher use in planning occupational home economics courses to prepare students as homemaking aides, management aides, homemaker's assistants, and companion aides, were developed by state supervisors of home economics and tested by instructors in workshops. Materials are designed for secondary level students who have had previous experiences in home management through the prerequisite general course. One hour of class work daily for a school year plus 50 hours of observation are the suggested time allotment. Desirable personal and skill competencies to be developed are listed. Generalizations, content, and learning experiences are included for the following: (1) Orientation to the Nature and Scope of Work, (2) Desirable Personal Qualities for Job Success, (3) Grooming and Personal Hygiene, (4) Management Problems in Housekeeping, (5) Use and Care of Equipment, (6) Safety Precautions in Housekeeping, (7) Laundering Procedures, (8) Assisting the Family in Preparing Nutritious Meals, (9) Assisting with the Care and Development of Children, (10) Assisting with Elderly Family Members, (11) Legal Aspects of Employment, and (12) Business Relations. The appendixes contain questionnaires, forms, supplementary instructional material, and a bibliography of books, pamphlets, films and filmstrips. (FP)

VT 001 487
Planning and Managing Your Personal and Family Life.

Idaho State Board for Vocational Education, Boise. Home Economics Education Div.
MF AVAILABLE IN VT-ERIC SET.
Idaho Vo-Ed-48
Pub Date - 66 14p.

*CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; *FAMILY LIFE EDUCATION; *PERSONAL GROWTH; *FAMILY LIFE; GRADE 11; GRADE 12

Curriculum materials for teacher use in planning lessons to aid 11th and 12th grade students to develop fundamental competencies for effective living were designed by a development committee, teacher educators and state supervisors and pilot tested. The suggested time allotment is 90-180 hours. Basic learnings, experiences and references are listed for the topics: values, vocations, family types, children, consumer economics, and family housing. Objectives propose to develop competencies in goal selection, interpersonal relationships, nurturance of the young, decision-making, consumption of goods and services, and home maintenance. (FP)

VT 001 684
The Home Economics Teacher's Handbook. Bulletin 1007.

Louisiana State Dept. of Education, Baton Rouge
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 63 83p.

*TEACHING GUIDES; *PROGRAM CONTENT; *HOME ECONOMICS TEACHERS; COCURRICULAR ACTIVITIES; EXTENSION EDUCATION; SELF EVALUATION; ADULT EDUCATION; *HOMEMAKING EDUCATION

Materials included in this teaching guide are related to aspects of the homemaking education program other than that of curriculum or lesson planning, and include such topics as the teacher, the department, the program of work, management, records to be kept, home experiences, work with adults, the extended program, and youth organizations. The handbook contains basic information about the home economics program and some of the responsibilities of the home economics teacher. These are presented as classroom instruction, home experiences, the Future Homemakers of America, homemaking education for adults, and the extended employment period. Specific suggestions are given for the new homemaking teacher, the beginning of the school year, maintaining good public relations, and provisions for personal and professional growth. Suggestions are included for homemaking teachers. The appendix contains copies of useful leaflets, forms, and instruments for self-evaluation. (MS)

VT 001 769
Johnson, Nancy L., And Others
Guidelines for Teaching Personal and Family Relationships in Junior and Senior High School. H.E. Bull. 31.

Washington State Board for Vocational Education, Olympia. Div. of Home and Family Life
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 159p.

*HOME ECONOMICS EDUCATION; *FAMILY RELATIONSHIP; *TEACHING GUIDES; BEHAVIORAL OBJECTIVES; HUMAN DEVELOPMENT; *FAMILY LIFE EDUCATION; INTERMEDIATE GRADES; SECONDARY GRADES; RESOURCE MATERIALS; *INTERPERSONAL RELATIONSHIP

Curriculum materials developed through the cooperative efforts of the state supervisors, teacher educators, family life and social health consultants and teachers are organized in terms of behavioral outcomes for the beginning, intermediate, and advanced levels, and contain generalizations with supporting content, suggested teaching plans, and reference lists. Subject matter areas are: (1) a case for family life education, (2) values, (3) universality of families, (4) family functions, (5) development of self, (6) interpersonal relationships, and (7) family-community interaction. The color-coded arrangement designates instructional level, behavioral outcomes and generalizations for the unit, teacher plan or references, information, and the appendix. Examples of bulletin boards, case studies, poems, minute dramas, values tests, and recommended books, periodicals, pamphlets, bulletins, films, filmstrips, recordings, and evaluation references are included in the appendix. (FP)

VT 002 003
Teacher Education Resource Materials for Home Economics, Progress Report. Working Materials for Continued Study. Teacher Education Leadership Guide, no. 1.

Pennsylvania State Dept. of Public Instruction, Harrisburg
EDRS PRICE MF-$0.50 HC-$6.25
State Dept. of Public Instruction, Box 911, Harrisburg, Pennsylvania 17126 ($1.06)
Pub Date - Jul66 123p.

*RESOURCE MATERIALS; *HOME ECONOMICS; *TEACHER EDUCATION; *TEACHING SKILLS; *HOME ECONOMICS TEACHERS; EDUCATIONAL OBJECTIVES; RECORDS (FORMS); RATING SCALES

The important characteristics of technical and professional competence in home economics teacher education presented in this source guide have been generally identified by statewide teacher education personnel, supervisors, and teachers. Generalizations are suggested as the basis for selecting and evaluating the experiences planned for pre-service home economics teacher training at the college level. Each chapter states and develops a competency in the form of a goal. Goals are to: (1) Develop and use a philosophy of life, of education and home economics as a basis for thought and action, (2) Identify and accept professional role, (3) Enrich cultural and intellectual background, (4) Maintain optimum physical and mental health, (5) Initiate and maintain good interpersonal relations, (6) Teach effectively, (7) Promote, use, and participate in research, and (8) Cooperate intelligently with community efforts which have significance for individual and family well being. Generalizations for each competency and learning experiences through which a future teacher can learn the generalizations are outlined in tabular form. An appendix contains case studies, conference and observation guides, and a commitment scale. The document does not contain a bibliography. (FP)

VT 002 686
Home Economics Education Resource Guide for North Carolina High Schools.

North Carolina State Dept. of Public Instruction, Raleigh
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun63 53p.

*OCCUPATIONAL HOME ECONOMICS; *RESOURCE MATERIALS; *BIBLIOGRAPHIES; CHILD DEVELOPMENT; FAMILY LIFE EDUCATION; *RESOURCE GUIDES; INFORMATION SOURCES; REFERENCE MATERIALS; PUBLICATIONS; PUBLISHING INDUSTRY; INSTRUCTIONAL MATERIALS; CONSUMER EDUCATION; FOODS INSTRUCTION; CLOTHING INSTRUCTION; AUDIOVISUAL AIDS; HOME FURNISHINGS

Lists of resource material for teacher use in developing occupational home economics courses for secondary level students were developed by state home economics education staff. The major subject matter areas are: (1) Child Development, (2) Clothing, Textiles, and Related Arts, (3) Consumer Education and Family Economics, (4) Family Health and Home Care, (5) Family Relations, (6) Foods and Nutrition, (7) Housing, Home Furnishings, Equipment and Management, (8) Aging, and (9) Careers. Resources are categorized within each subject matter area according to books, pamphlets, visual aids, and teacher references. A list of sources for bulletins and pamphlets is also included in the document. (FP)

VT 003 225
Senior Home Economics B12-A12, an Instructional Guide. Publication No. SC-628.

Los Angeles City Schools, Calif. Div. of Instructional Services
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 176p.

*CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; *FAMILY LIFE EDUCATION; CONSUMER EDUCATION; FOODS INSTRUCTION; NUTRITION INSTRUCTION; OCCUPATIONAL INFORMATION; HUMAN DEVELOPMENT; *ACCELERATED STUDENTS; COEDUCATIONAL; GRADE 12

Senior level home economics curriculum materials were developed by teachers, supervisors, and the curriculum branch of the Los Angeles City Schools to aid homemaking teachers in planning classes for accelerated boys and girls who have had no previous experience in home economics. The content was developed in terms of student concerns about approaching adult responsibilities in family living. Purposes of marriage and parenthood, fundamental activities within the home, clarification and establishment of priorities, and consideration of roles within and outside the family comprise the content. Part I includes a required section--family relations and human development, and an optional section--child development. Part II suggests laboratory experiences in nutrition and the buying, preparing, and serving of foods. Part III consists of a required study of consumer economics principles, family housing and home furnishings, and family clothing. Part IV is for the purpose of evaluating learnings and providing information about career opportunities in the field of home economics. The organizational pattern of each topic consists of a statement of the basic concept, a list of anticipated outcomes and modes of evaluation, and suggestions for presentation of the unit. Each page contains generalizations, the topics of study, learning activities, and resources. (FP)

VT 003 274
A Guide to Program Planning for Home Economics in Secondary Schools of Minnesota. Curriculum Bulletin No. 12.

Minnesota State Dept. of Education, St. Paul
MF AVAILABLE IN VT-ERIC SET.
Document Section, State Department of Education, Room 140 Centennial Office Building, 658 Cedar Street, St. Paul, Minnesota 55101 ($1.45).
Pub Date - 66 38p.

*CURRICULUM DEVELOPMENT; *HOME ECONOMICS EDUCATION; CONCEPTUAL SCHEMES; *STATE CURRICULUM GUIDES; CURRICULUM DESIGN; *CURRICULUM PLANNING; BIBLIOGRAPHIES; PROGRAM PLANNING; SECONDARY GRADES
MINNESOTA

Classroom teachers, teacher educators and supervisors developed this guide for teacher use in home economics curriculum planning for grades 7-12. Revision followed field testing by classroom teachers. Sections include: (1) Bases for Curriculum Development, (2) Scope and Sequence for the Secondary Program, (3) Elements of Curriculum Planning, and (4) Local Program Planning. The general areas included in the curriculum outline are: (1) Family Relationships, (2) Child Development, (3) Foods and Nutrition, (4) Clothing and Textiles, (5) Management, (6) Equipment, (7) Housing, and (8) Art. The appendix contains an instrument for gathering data about students. (FP)

VT 005 602
Quinn, Frances Reis, And Others
Consumer Color Charts, Second Edition. Text and Charts.

Munsell Color Co. Inc., Baltimore, Md.
DOCUMENT NOT AVAILABLE FROM EDRS.
Munsell Color Company, Inc., 2441 North Calvert Street, Baltimore, Maryland 21218 ($2.00 each in lots of 50 sets).
Pub Date - 67 18p.

*HOME ECONOMICS EDUCATION; ART EDUCATION; ART MATERIALS; *COLOR PLANNING; *HOME FURNISHINGS; CONSUMER EDUCATION; *INSTRUCTIONAL AIDS; REFERENCE MATERIALS; *STUDY GUIDES

A color chart set and text was specifically designed as a color relationship reference for consumers to use when making color choices in clothing and home furnishings and to provide students of color with permanent visual reference data. The Munsell Color Order System facilitates the specific identification of each color and its relationship to all the other colors, but it neither suggests nor specifies color combinations. The color dimension chart shows the three dimensions of color--hue, value, and intensity--and how to identify each. The personal coloring-home furnishing chart can be used for studying the harmony of personal coloring and for comparing the hue differences found in home furnishing materials. The color relationship chart facilitates experimentation with color and shows how colors affect each other. A practice guide suggests student exercises using the color charts and masks. The Munsell System of color notation is described in appendix A. Line drawings and color charts illustrate the document. (FP)

VT 005 649 ED 022 044
Bregman, Henry, And Others
Consumer Education, Materials for an Elective Course.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development
EDRS PRICE MF-$1.00 HC-$11.75
Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224 ($1.00).
Pub Date - 67 233p.

*CONSUMER EDUCATION; FINANCE; HOUSING; FOOD; CLOTHING; *TEACHING GUIDES; *CURRICULUM GUIDES; BUDGETING; *MONEY MANAGEMENT; INSURANCE PROGRAMS; RESOURCE MATERIALS; BIBLIOGRAPHIES; GRADE 12; ECONOMICS; PURCHASING; INTERDISCIPLINARY APPROACH

An interdisciplinary course to be offered in grade 12 to serve as a capstone to the efforts of social studies, business education, home economics, health education, and industrial arts, in preparing citizens to be wise consumers, was developed by a team of teacher consultants and curriculum specialists. The materials were tested and revised after classroom use and the appraisal of specialists from non-profit consumer organizations. There are no fixed boundaries nor materials that must be covered in consumer education; therefore it is suggested that (1) student interests and needs be the initial subject matter content and (2) team teaching and planning be incorporated. Curriculum materials are outlined according to suggested learnings, pupil and teacher activities, sources of information, and concepts and understandings. Unit subjects are: (1) principles of consumer purchasing, (2) purchasing food, clothing, furniture, and appliances, (3) purchasing and maintaining an automobile, (4) housing, (5) short term consumer credit, (6) budgeting and money management, (7) fraud, quackery, and deception, (8) banking, savings and investments, (9) life and health insurance, and security programs, and (10) consumer law. The guide contains a selected bibliography of books, pamphlets, and periodicals, and a directory to sources of charts, films, filmstrips, slides, and tapes. (FP)

VT 005 967 ED (See Oct '69 RIE)
Program Planning for Home Economics in Secondary Schools of Minnesota, Grades 7-12. Resource Units in Family Relationships and Child Development. Curriculum Bulletin No. 12B.

Minnesota State Dept. of Education, St. Paul
EDRS PRICE MF-$0.75 HC-$9.55
Documents Section, State Department of Education, Room 140 Centennial Building, St. Paul, Minnesota 55101 ($4.00).
Pub Date - 67 189p.

*HOMEMAKING EDUCATION; *FAMILY RELATIONSHIPS; *CHILD DEVELOPMENT; *RESOURCE UNITS; PROGRAM PLANNING; CONCEPTUAL SCHEMES; GENERALIZATIONS; SECONDARY GRADES; COGNITIVE ABILITY; EDUCATIONAL EXPERIENCE; STATE CURRICULUM GUIDES; *CURRICULUM GUIDES; INSTRUCTIONAL DESIGN; STUDENT EVALUATION; TEACHING METHODS
MINNESOTA

In a curriculum project designed to establish guidelines for teacher use in planning homemaking education, the choice of resource materials was based on the philosophy of home economics education, socioeconomic trends, and the developmental tasks of adolescence. A conceptual framework was formulated which served as a basis for the scope and sequence, and outlines of both are included in the document. Concepts were selected according to relevance to various grade levels and their value as fundamentals to build upon, and focused on problems of families and individuals in the area of family relations and child development. A wide variety of ideas and suggestions to aid in developing specific plans for teaching the identified concepts are included in the document. Resource materials at each grade level are organized according to introductory statements, unit objectives, content, educational experiences, and evaluation ideas, with generalizations listed for each concept. Educational experiences are listed according to cognitive levels: knowledge, application, analysis, and evaluation. Major concepts are: (1) Nature of the family, (2) Effect of the family on the maturation of the individual, (3) Interaction of individuals with each other in a family, (4) Relevance of various activities of a family, and (5) Interaction of the family with the community. Texts and references are listed in the appendix. (FP)

VT 006 756
Home Economics Guide, Grades 7-8. (Tentative).

Rochester City School District, N.Y. Div. of Instruction
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 92p.

*HOME ECONOMICS EDUCATION; *JUNIOR HIGH SCHOOL STUDENTS; TEENAGERS; SELF CONCEPT; FOODS INSTRUCTION; CHILD CARE; CLOTHING INSTRUCTION; *INSTRUCTIONAL MATERIALS; CONCEPTUAL SCHEMES; GENERALIZATIONS

These tentative homemaking curriculum materials for junior high school level students, developed by teams of classroom teachers and consultants, were pilot tested in the Rochester City schools for two years. Characteristics of adolescents are listed with correlated implications for homemaking education. Concepts of self-understanding, friendships, leisure time, family and community relationships are developed in the 7th grade unit Teen-Age Relationships. The 7th grade food and nutrition concepts include nutrition, consumer education, and management. Child study curriculum at the 8th grade level suggests concepts of the characteristics, care, and enjoyment of young children. The guide also contains an 8th grade unit on clothing, textiles and grooming. The curriculum for each unit is presented in chart form according to the sub-topics: generalizations, content, resources and suggested experiences and activities. A bibliography is included for each unit. (FP)

VT 007 122
Henry, Sarah T., Comp.
A Training Program in Garment Alterations; A Program to Prepare Adults for Entry into Garment Alteration Occupations. Teaching Materials.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 37p.

*CURRIULUM GUIDES; *PROGRAM DESCRIPTIONS; *OCCUPATIONAL HOME ECONOMICS; *CLOTHING MAINTENANCE SPECIALISTS; CLOTHING INSTRUCTION; ADULT VOCATIONAL EDUCATION; VOCATIONAL SCHOOLS; STUDENT RECORDS; TASK ANALYSIS; RESOURCE MATERIALS; EDUCATIONAL EQUIPMENT

Materials for teacher use in planning a course to prepare vocational school students for clothing alteration occupations were developed by a home economics teacher-coordinator. The program requires 160 hours, with trainees attending 4 hour sessions, 5 days a week. Introductory materials include the program planning procedures: determining need, job analysis, promotion, student screening and selection, teacher qualifications, and using resource people. The overall objectives of the program were to develop salable skills in garment alteration. Major topics of the training program course are: (1) orientation, (2) use of equipment and supplies, (3) fitting women's clothing, (4) alterations on women's garments, (5) alterations of men's garments, (6) mending and repair, (7) observation and participation, and (8) summary and evaluation. Devices to facilitate learning and to develop speed in the skills required for this occupation are described. Sample charts and forms for self-evaluation and motivation are included. Simulated and extended laboratory experiences, evaluation, placement, and follow-up are discussed. Equipment needs are listed and discussions justify selected equipment and supplies. Supplementary materials include the survey form, job analysis, promotion and application forms, progress charts, a unit block plan for the course, and equipment price lists. (FP)

VT 007 520
Kehr, Marie Sterner; Heidtbrink, Marilyn, Ed.
A Course in Clothing Management and Construction (Homemaking Vx-67). Material for the Student. Supervised Correspondence Study Series.

Nebraska Univ., Lincoln. Univ. Extension Div.
MF AVAILABLE IN VT-ERIC SET.
University Extension Division, University of Nebraska, Lincoln, Nebraska 68508 ($3.00).
Pub Date - 67 138p.

*HOME ECONOMICS EDUCATION; *CORRESPONDENCE STUDY; *CLOTHING INSTRUCTION; CONSUMER EDUCATION; TEXTILES INSTRUCTION; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; WORKBOOKS; SELF EVALUATION; *STUDY GUIDES

A syllabus for secondary student use in directed study was developed by subject matter and correspondence study course specialists. Subject matter unit topics are: (1) Introduction and Groundwork, (2) Extending the Service of Clothing, (3) Construction of the Bishop Apron, (4) Personal Appearance, (5) Getting Ready for the Construction of the Skirt, (6) Style and Fashion, (7) Construction of the Skirt, (8) Wardrobe Planning, (9) Beginning Construction of the Blouse, (10) Purchasing Ready-Made Garments, and (11) Completion of the Blouse. Each unit contains factual information illustrated with line drawings, several assignments, textbook references, worksheets, keyed self-check tests, and suggested time allotment. A correlated manual which contains tests to be administered to correspondence study course students by the supervisor is available as VT 007 521. Study and mailing directions are included. (FP)

VT 007 521
Kehr, Marie Sterner; Heidtbrink, Marilyn, Ed.
A Course in Clothing Management and Construction (Homemaking Vx-67). Manual for the Supervisor including Form A Tests. Supervised Correspondence Study Series.

Nebraska Univ., Lincoln. Univ. Extension Div.
MF AVAILABLE IN VT-ERIC SET.
University Extension Division, University of Nebraska, Lincoln, Nebraska 68508 ($.50).
Pub Date - 67 46p.

*CORRESPONDENCE STUDY; *CLOTHING INSTRUCTION; TEXTILES INSTRUCTION; *HOME ECONOMICS EDUCATION; *ADMINISTRATOR GUIDES; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; STUDENT EVALUATION; *TESTS; UNIVERSITY EXTENSION

This manual for supervisory use with secondary and adult students enrolled in the correspondence study course, Clothing Management and Construction, (reported in VT 007 520) was developed by subject matter and correspondence study course specialists. Administrative guidelines list specific supervisory duties, student supplies, and a progress chart. Eleven unit tests and a final examination are also included in the document. (FP)

VT 007 606
References and Aids in the Teaching of Home Economics and Related Occupations.

Rutgers, The State Univ., New Brunswick, N.J. Dept. of Home Economics
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($.50).
Pub Date - 68 50p.

*HOMEMAKING EDUCATION; *ANNOTATED BIBLIOGRAPHIES; INSTRUCTIONAL AIDS; AUDIOVISUAL AIDS; SECONDARY GRADES; GRADE 6; *INSTRUCTIONAL MATERIALS; TEXTBOOKS; CATALOGS

A statewide committee of home economics supervisors and teachers cooperatively developed a selected annotated digest of current references, textbooks, and teaching aids to assist teachers in adapting and updating programs. Reviews reflect the relation of the citation to current educational concerns. The materials are appropriate for use with students in grades 6-12. General textbook references are classified according to early, middle, and late adolescence. Textbooks, teacher references and guides, films, filmstrips, and teaching aids are suggested for subject areas of: (1) Foods and Nutrition, (2) Housing, Home Furnishings and Equipment, (3) Clothing, Textiles and Grooming, (4) Child Development and Family Relations, (5) Home Management and Family Economics, (6) Home Economics Careers, (7) Home Economics Related Occupations, and (8) General. The appendix contains sources and addresses for magazines and periodicals, films and filmstrips, teaching aids, textbooks, and teacher references. Evaluation guides for new textbooks, references, films and filmstrips are also included. (FP)

VT 007 968 ED 028 276
Guidelines for Consumer Education.

Illinois State Office of the Superintendent of Public Instruction, Springfield
EDRS PRICE MF-$0.50 HC-$5.25
Pub Date - Jun68 103p.

*HOME ECONOMICS EDUCATION; *CONSUMER EDUCATION; *PROGRAM PLANNING; CONSUMER ECONOMICS; *RESOURCE MATERIALS; *CURRICULUM GUIDES; PROGRAM DEVELOPMENT

Consumer Education is not intended to direct consumer choices. It does provide an awareness of alternatives and opportunities and assists the consumer in making the choice which is best for his purposes in light of his values. It is not the purpose of consumer education to indoctrinate values. Consumer education should provide the experiences that enable students to engage in the process of weighing the evidence necessary to arrive at an intelligent decision. Guidelines are suggested for the consumer education curriculum topics: (1) General Principles of Consumer Purchasing, (2) Budgeting or Managing Money, (3) Using Consumer Credit, (4) Buying Goods and Buying Services, (5) Purchasing and Maintaining Automotive Products and Services, (6) Using Leisure Time, Money, and Energy, (7) Renting or Owning a Home, (8) Making Use of Insurance, (9) Savings and Investments, (10) Consumer Taxes, and (11) Consumer Rights and Responsibilities. Each topic is presented through a statement of rationale, a list of objectives stated in behavioral terms, a suggested content outline, suggested student activities, and a few specific resources applicable to the topic. Additional resource materials for each topic are listed in the final section of this publication. Suggestions are also included for curriculum organization, time allotment, school and community resources. (FP)

VT 007 983 ED 028 277
Guidelines for Home Economics Education in Secondary Schools.

New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
EDRS PRICE MF-$0.75 HC NOT AVAILABLE FROM EDRS.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($2.00)
Pub Date - Aug68 150p.

*CURRICULUM GUIDES; *TEACHING GUIDES; *HOME ECONOMICS EDUCATION; *OCCUPATIONAL HOME ECONOMICS; *HOMEMAKING EDUCATION; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; GENERALIZATIONS; CONCEPTUAL SCHEMES; BEHAVIORAL OBJECTIVES; CURRICULUM PLANNING

Materials were developed by home economics personnel of the Douglass College and the New Jersey Department of Education to aid local supervisors, teachers and administrators in planning high school level home economics curriculums that will serve students with varying needs, abilities and interests. The curriculum materials reflect the broadened scope of contemporary home economics programs which include family life and consumer education. Part I--Curriculum Planning, contains the goals of home economics education, components of a comprehensive program, a schematic outline depicting paths to the future through home economics education, suggestions for evaluation and unit content of grades 7-12 and adult education, as well as home economics related occupational clusters. Part II--Guides for Developing Teaching Plans, lists the purpose and use of guides and desired behavioral outcomes. Guides are suggested for developing and evaluating learning experiences in foods and nutrition, housing, home furnishings and equipment, textiles and clothing, home management and family economics, and the family and child development for middle and late adolescent level. There is no bibliography but the reader is referred to "References and Aids in the Teaching of Home Economics and Related Occupations," available as VT 007 606. (FP)

VT 008 012
Vester, Kelly G.
Food-Borne Illness; Cause and Prevention.

DOCUMENT NOT AVAILABLE FROM EDRS.
Food Service Guides, P.O. Box 709, Rocky Mount, North Carolina 27801 ($1.00).
Pub Date - Aug68 66p.

*RESOURCE MATERIALS; FOODS INSTRUCTION; *OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE WORKERS; *HEALTH EDUCATION; SANITATION IMPROVEMENT; *DISEASE CONTROL; DISEASES; SANITATION; HYGIENE

The many thousands of cases of food-borne illness reported every year in the United States cost lost man-hours, human suffering, medical expenses, and sometimes death. Three to four million people are engaged in the food service industry feeding about 85 million people at least one meal per day. Home diners outnumber public diners, therefore food-borne disease prevention is important for the home as well as the public food service establishments. This document is intended to help those who prepare and serve food initiate and use cleanliness and safeguards through a better understanding of food-borne health hazards. Section One describes where germs are found, how they are transmitted in food, symptoms and duration of the illness they cause, and specific control measures in food service. Specific topics are: Bacteria, Organisms, Food-Borne Diseases, Parasites, Poisonous Plants and Animals. Section Two describes prevention of food-borne illness, covering personal hygiene, food storage, equipment cleaning, food preparation, temperature in food-borne disease control, utensil cleaning, and handling food service, and menu planning and buying practices. True-false questionnaires and answer keys are included for both sections. (FP)

INDUSTRIAL ARTS
EDUCATION
SECTION

VT 004 592 ED 020 349
Bohn, Ralph C.
NDEA Title XI Institute for Advanced Study in Industrial Arts (San Jose State College, June 19-July 28, 1967). Final Technical Report.

EDRS PRICE MF-$0.50 HC-$4.90
Pub Date - 67 96p.

*INSTITUTES (TRAINING PROGRAMS); *INDUSTRIAL ARTS; PROGRAM DESCRIPTIONS; *PROGRAM EVALUATION; PARTICIPANT INVOLVEMENT; CURRICULUM DEVELOPMENT; INSTRUCTIONAL IMPROVEMENT; *MATERIAL DEVELOPMENT; *INSTRUCTIONAL MATERIALS

The institute was held to improve instruction and update curriculum offerings through the development of new instructional materials and procedures whereby industrial materials may be integrated into the laboratory activities of industrial arts programs. The 24 participants were teacher educators, supervisors, and teachers from 16 states. Phase I was devoted to a technological study of chemical, physical, and mechanical properties of industrial materials. During Phase II the participants utilized the technical instruction of Phase I to develop 60 units of instruction based on industrial materials. The development of these units involved the building and testing of demonstration models for use as instructional media. A day-by-day description of the institute program, an evaluation report and details of the administration of the institute are included. (EM)

VT 006 248
Industrial Arts Curriculum Guide for Woodworking.

Ohio State Dept. of Education, Columbus
Ohio Industrial Arts Association, Columbus
MF AVAILABLE IN VT-ERIC SET.
Ohio State Department of Education, State Office Building, 65 South Front Street, Columbus, Ohio 43215 (copies available without charge).
Pub Date - Nov66 50p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; *PREVOCATIONAL EDUCATION; *WOODWORKING; SECONDARY GRADES; TEACHING TECHNIQUES; INSTRUCTIONAL AIDS; BIBLIOGRAPHIES; STUDENT PROJECTS

This curriculum guide was developed by teachers, teacher educators, and supervisors for use in course planning in industrial arts woodworking at the junior and senior high school level. Its purpose is to aid teachers in presenting woods as an integral phase of industrial arts. Units include outlines for: (1) Carving in Wood, (2) Home Construction, (3) Furniture, (4) Sports Equipment, (5) Woodenware, (6) Patternmaking, (7) Models, (8) Wood Turning, (9) Laminating and Forming, (10) Mass Production in Woods, and (11) Forest Products. Each unit gives discussion topics, teaching aids, demonstrations or experiments, and project activities. Supplementary materials include a bibliography of 101 textbooks and references, a list of teaching aids and their sources, and an equipment and supply list. (EM)

VT 006 249
Industrial Arts Curriculum Guide for Power Mechanics.

Ohio State Dept. of Education, Columbus
Ohio Industrial Arts Association, Columbus
MF AVAILABLE IN VT-ERIC SET.
Ohio State Department of Education, State Office Building, 65 South Front Street, Columbus, Ohio 43215 (copies available without charge).
Pub Date - Jan68 141p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; *PREVOCATIONAL EDUCATION; *POWER MECHANICS; AUTO MECHANICS; SECONDARY GRADES; BIBLIOGRAPHIES; *INSTRUCTIONAL AIDS

This curriculum guide was developed by teachers, teacher educators, and supervisors and is for use by teachers in course planning for either a power or automotive technology program in junior and senior high schools. Units include: (1) Wind Power, (2) Water Power, (3) Steam Power, (4) Small Gasoline Engines, (5) Automotives, (6) Outboard Marine Power, (7) Inboard Marine Power, (8) Diesel Engines, (9) Gas Turbines, (10) Power Transmissions, (11) Hydraulic and Pneumatic Power, (12) Solar Energy, (13) Fuel Cells, and (14) Atomic Power. Each unit gives (1) a technical content outline, (2) appropriate textbooks and references, (3) audio-visual aids, (4) teaching activities, and (5) student activities. Topics are keyed to four texts, 107 references, 79 films, 70 filmstrips, 18 charts, and six transparency sets. (EM)

VT 006 260
Drafting I. Curriculum Bulletin 270.

Cincinnati Public Schools, Ohio
MF AVAILABLE IN VT-ERIC SET.
Cincinnati Public Schools, 230 East Ninth Street, Cincinnati, Ohio 45202 ($2.50).
Pub Date - 67 84p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *INDUSTRIAL ARTS; DRAFTSMEN; *DRAFTING; GRADE 10

This curriculum guide for teacher use in planning a drafting course for sophomores was developed by local teachers and supervisors and was used 1 year before being published. The contents of 12 units are organized in a series of charts under these headings: (1) Operations or Concepts, (2) What the Pupil Needs to Know, (3) Related Information, (4) Reference Information, (5) Suggested Assignment, (6) Assignment Number, and (7) Instructional Aids. The Units are (1) Use of Drafting Manual, (2) Drafting Materials, (3) Orthographic Sketching, (4) Pictorial Sketching, (5) Drawing Equipment and Use of Drawing Instruments, (6) Engineering Lettering, (7) Geometric Construction, (8) Multiview Projection, (9) Dimensioning, (10) Sectioning, (11) Fasteners, and (12) Elementary Working Drawings. The material is to be used 1 to 2 hours per day for 2 semesters. Supplementary materials include (1) a bibliography of films, filmstrips, and transparencies, (2) Directions for Substitute Teachers, (3) Description of the Drafting Program, and (4) a list of texts and references. The "Drafting Standards Manual" (VT 006 236 AIM Winter 1968) should be used with this guide. (EM)

VT 006 976
Performance Pre-Test for Students Using the Expandable Polystyrene Plastics Unit.

Washington State Univ., Pullman. Dept. of Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 9p.

*PERFORMANCE TESTS; *INDUSTRIAL ARTS; *PLASTICS; SECONDARY GRADES
*EXPANDABLE POLYSTYRENE BEADS

This test was developed for use with a group of instructional materials designed for a unit on expandable polystyrene plastics. This unit is for use in secondary industrial arts courses. The test was developed to obtain a measure of student performance prior to the use of four films and four programed texts. It was developed in a federally funded development project which tested its materials in nine high schools. Instructions for conducting the performance test are given in detail. Records are kept by the teacher of the student's performance. Other related documents are ED 019 512 and VT 006 977-VT 006 984. (EM)

VT 006 977
Knowledge Pre-Test; Constructing Expandable Polystyrene Plastic Ice Bucket.

Washington State Univ., Pullman. Dept. of Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 6p.

*TESTS; *INDUSTRIAL ARTS; *PLASTICS; SECONDARY GRADES
*EXPANDABLE POLYSTYRENE BEADS

This multiple choice test of 22 items was developed for use with a group of instructional materials designed for a unit on expandable polystyrene plastics. This unit is for use in secondary industrial arts courses. The test was developed to obtain a measure of student knowledge prior to the use of four films and four programed texts. It was developed in a federally funded development project which tested its materials in nine high schools. Other related documents are ED 019 512 and VT 006 976-VT 006 984. (EM)

VT 006 978
Performance Checklist No. 1; The Pre-Expansion of Expandable Polystyrene Beads.

Washington State Univ., Pullman. Dept. of Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 11p.

*CHECKLISTS; *PERFORMANCE TESTS; *INDUSTRIAL ARTS; *PLASTICS; SECONDARY GRADES
*EXPANDABLE POLYSTYRENE BEADS

This performance checklist was developed for use with a group of instructional materials designed for a unit on expandable polystyrene plastics. The four parts of the checklist cover the topics which are covered in four programed texts: (1) The Pre-expansion of Expandable Polystyrene Beads, (2) Preparation and Assembly of Mold, (3) Molding the Pre-expanded Polystyrene Beads, and (4) Removing the Foamed Piece. Performance elements are rated by the instructor as the student makes a molded product of the beads. It was prepared in a federally funded development project which tested its materials in nine high schools. Other related documents are ED 019 512 and VT 006 976-VT 006 984. (EM)

VT 006 979
Nish, Dale L.
Expandable Polystyrene Plastics. Instruction Book No. 1, Pre-Expansion of Expandable Polystyrene Beads.

Washington State Univ., Pullman. Dept. of Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 43p.

*PROGRAMED TEXTS; *INDUSTRIAL ARTS; *PLASTICS; SECONDARY GRADES
*EXPANDABLE POLYSTYRENE BEADS

This scrambled, programed text is the first in a series of four texts on the molding of expandable polystyrene plastics. It is designed to provide a review of the 8mm continuous loop film, "Pre-expansion of Expandable Polystyrene Beads" which is available from Hollywood Valley Film Laboratories, Inc., 2704 West Olive Avenue, Burbank, California 91505. The author developed this text within a federally funded development project and tested it in industrial arts classes in nine high schools. The emphasis of the content is on the student learning the correct procedure for pre-expanding raw polystyrene beads in boiling water and drying them. Other related documents are ED 019 512 and VT 006 976-VT 006 984. (EM)

VT 006 980
Nish, Dale L.
Expandable Polystyrene Plastics. Instruction Book No. 2, Preparation and Assembly of Mold.

Washington State Univ., Pullman. Dept. of Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 41p.

*PROGRAMED TEXTS; *INDUSTRIAL ARTS; *PLASTICS; SECONDARY GRADES
*EXPANDABLE POLYSTYRENE BEADS

This scrambled, programed text is the second in a series of four texts on the molding of expandable polystyrene plastics. It is designed to provide a review of the 8mm continuous loop film, "Preparation and Assembly of Mold" which is available from Hollywood Valley Film Laboratory, Inc., 2704 West Olive Avenue, Burbank, California 91505. The author developed this text within a federally funded development project and tested it in industrial arts classes in nine high schools. The emphasis of the content is on the student learning how such molds are prepared. Other related documents are ED 019 512 and VT 006 976-VT 006 984. (EM)

VT 006 981
Nish, Dale L.
Expandable Polystyrene Plastics. Instruction Book No. 3, Molding the Pre-Expanded Polystyrene Beads.

Washington State Univ., Pullman. Dept. of Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 47p.

*PROGRAMED TEXTS; *INDUSTRIAL ARTS; *PLASTICS; SECONDARY GRADES
*EXPANDABLE POLYSTYRENE BEADS

This scrambled, programed text is the third in a series of four texts on the molding of expandable polystyrene plastics. It is designed to provide a review of the 8mm continuous loop film, "Molding the Pre-expanded Polystyrene Beads" which is available from Hollywood Valley Film Laboratories, Inc., 2704 West Olive Avenue, Burbank, California 91505. The author developed this text within a federally funded development project and tested it in industrial arts classes in nine high schools. The emphasis of the content is on the student learning how to prepare molds for products made of polystyrene beads. Other related documents are ED 019 512 and VT 006 976-VT 006 984. (EM)

VT 006 982
Nish, Dale L.
Expandable Polystyrene Plastics. Instruction Book No. 4, Removing the Foamed Piece.

Washington State Univ., Pullman. Dept. of Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 33p.

*PROGRAMED TEXTS; *INDUSTRIAL ARTS; *PLASTICS; SECONDARY GRADES
*EXPANDABLE POLYSTYRENE BEADS

This scrambled, programed text is the last in a series of four texts on the molding of expandable polystyrene plastics. It is designed to provide a review of the 8mm continuous loop film, "Removing the Foamed Piece" which is available from Hollywood Valley Film Laboratories, Inc., 2704 West Olive Avenue, Burbank, California 91505. The author developed this text within a federally funded development project and tested it in industrial arts classes in nine high schools. The emphasis of the content is on the student learning how to properly remove the molded piece from the mold. Other related documents are ED 019 512 and VT 006 976-VT 006 984. (EM)

VT 006 983
Nish, Dale L.
Expandable Polystyrene Plastics; Student Guide.

Washington State Univ., Pullman. Dept. of Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 17p.

*STUDY GUIDES; *INDUSTRIAL ARTS; *PLASTICS; SECONDARY GRADES
*EXPANDABLE POLYSTYRENE BEADS

This study guide is part of a programed unit on the molding of expandable polystyrene plastic. It was developed by the author within a federally funded development project and tested in industrial arts classes in nine high schools. Included are step by step procedures for the use of five educational films and four programed texts. Answer sheets which are to be used with the programed texts are included. Other related documents are ED 019 512 and VT 006 976-VT 006 984. (EM)

VT 006 984
Nish, Dale L.
Expandable Polystyrene Plastics; Teacher's Guide.

Washington State Univ., Pullman. Dept. of Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 15p.

*TEACHING GUIDES; *INDUSTRIAL ARTS; *PLASTICS; SECONDARY GRADES
*EXPANDABLE POLYSTYRENE BEADS

This guide is for teacher use with a unit on the molding of expandable polystyrene plastic and is part of a series of programed materials written to accompany a group of educational films on this topic. The unit involves the completion of a molded plastic product by each student. It provides behavioral objectives, equipment and film lists, and instructional procedures. The four topics in the unit are: (1) Pre-expansion of Expandable Polystyrene Beads, (2) Preparation and Assembly of Molds, (3) Molding the Pre-expanded Polystyrene Beads, and (4) Removing the Foamed Piece. Continuous loop 8mm films by these same titles are available from Hollywood Valley Film Laboratories, Inc., 2704 West Olive Avenue, Burbank, California 91505. Other materials developed by the author in a federally funded development project are ED 019 512 and VT 006 976-VT 006 983. (EM)

VT 007 459 ED 024 822
Hoots, William R.
The Development of a Course of Study for Industrial Arts Education at the Elementary School Level. Research Report.

Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.65 OEG-3-8-080023-0019 24
BR-8-C-023
Pub Date - Aug68 111p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; TEXTBOOK CONTENT; CONTENT ANALYSIS; *CURRICULUM DEVELOPMENT; ELEMENTARY GRADES; BIBLIOGRAPHIES; *ELEMENTARY SCHOOL CURRICULUM
NORTH CAROLINA

The development of a course of study for industrial arts in grades one through eight, which was based on material presented on state adopted basal textbooks, was the purpose of this project. Instruction resulting from the course of study was to serve six functions: social, cultural, consumer, recreational, occupational, and technical. Specific project objectives were to extract and organize material from the texts and to develop a course of study keyed to texts and suggested reference materials. Topics keyed to these books were organized under six headings for each grade: (1) Communication, (2) Construction, (3) Manufacturing, (4) Transportation, (5) Power, and (6) Service. Following this a course outline was developed for each grade from these topics, if they met five stated criteria. The outlines include text and reference keys and suggested activities for each topic. The bibliography lists 84 textbooks and 48 supplementary references. (EM)

VT 007 685 ED 028 259
Arizona Industrial Arts: Electricity Electronics. A Curriculum Guide for Intermediate and Secondary Level Programs.

Arizona State Dept. of Public Instruction, Phoenix. Dept. of Vocational Education
EDRS PRICE MF-$0.25 HC-$2.85
Pub Date - 67 55p.

*STATE CURRICULUM GUIDES; *INDUSTRIAL ARTS; *ELECTRICITY; *ELECTRONICS; SECONDARY GRADES; INTERMEDIATE GRADES; INSTRUCTIONAL AIDS

This curriculum guide is for use by teachers and its purposes are: (1) to describe the purpose and content of electricity-electronics courses, (2) to provide a suggested course outline with student and teacher activities and instructional aids, (3) to promote coordination between intermediate and secondary programs in Arizona, and (4) to suggest a foundation curriculum for trade and industrial education, technical education, and engineering. It was developed by a large group of teachers in a series of meetings which was coordinated by the state supervisors. "Exploring Electricity-Electronics" is a 45-hour unit and "General Electricity-Electronics," "Electronics," and "Advanced Electronics" are 180-hour courses. For each of these objectives are given, and course content, student activities, teacher activities, and instructional aids are organized in parallel columns for each topic. Supplementary materials include safety rules, visual aid bibliography, and a reference bibliography. (EM)

VT 007 850   ED 028 266
Guides in Construction and Manufacturing for Elementary School Industrial Arts. K-2; 3-4; 5-6.

Ohio State Univ., Columbus
EDRS PRICE MF-$1.00 HC-$12.80
Pub Date -   68 254p.; Materials developed at NDEA Inst. for Advanced Study in Elementary Industrial Arts (Columbus, Summer 1968).

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; *CONSTRUCTION; *MANUFACTURING; KINDERGARTEN; *ELEMENTARY GRADES; LESSON PLANS
*NATIONAL DEFENSE EDUCATION ACT TITLE XI INSTITUTE; NDEA TITLE XI INSTITUTE

This series of three guides was developed by 25 participants in the institute. One hundred and eight industrial arts lesson plans for grades K-6 are included in these guides for construction and for manufacturing intended to reflect the contemporary industrial and technological society in which young children live. Some typical construction lessons are: (1) Man and Technology, (2) Selecting a Site, (3) Listing Materials, (4) Clearing the Site and Getting Ready to Build, (5) Erecting Steel Frames, (6) Mediation, Arbitration, and Striking, and (7) Maintaining Property. Some typical manufacturing lessons are (1) Manufacturing and the Economic System, (2) Identifying Consumer Demand, (3) Designing Power Elements, (4) Operating Quality Control Systems, (5) Establishing Accident Prevention Programs, (6) Hot and Cold Working Processes, and (7) Servicing Manufactured Products. Each lesson includes objectives, activities, teaching procedure, relationships to other subjects, materials required, and a bibliography. (EM)

VT 008 238
A Guide to Improvement of Industrial Arts in Oklahoma Schools Grades 7-12.

Oklahoma Curriculum Improvement Commission
Oklahoma State Dept. of Education, Oklahoma City
MF AVAILABLE IN VT-ERIC SET.
Pub Date -   65 41p.

*STATE CURRICULUM GUIDES; *PROGRAM GUIDES; *INDUSTRIAL ARTS; EDUCATIONAL OBJECTIVES; *CURRICULUM; *PROGRAM DESCRIPTIONS; TEACHER QUALIFICATIONS; SCHOOL SAFETY; PROGRAM EVALUATION; SECONDARY GRADES; BIBLIOGRAPHIES; INSTRUCTIONAL AIDS
*OKLAHOMA

This program guide is for use by teachers and administrators concerned with industrial arts programs. It was developed by the State Industrial Arts Study Committee of The Oklahoma Curriculum Improvement Commission and resulted from a project which was started in 1960. Major sections are titled: (1) Philosophy of Industrial Arts, (2) The Program: Scope and Sequence of Industrial Arts Courses, (3) Organization and Administration, (4) Academic Preparation and Professional Participation, (5) Evaluation, and (6) Safety in the School Shop. Supplementary materials include a student accident report form, the National Safety Council Inspection Check List, and a curriculum materials bibliography. (EM)

VT 008 381
Industrial Arts. Drafting Guide.

Utah State Board for Vocational Education, Salt Lake City
MF AVAILABLE IN VT-ERIC SET.
Utah State Board for Vocational Education, 1300 University Club Building, 136 East South Temple, Salt Lake City, Utah 84111 ($1.00).
Pub Date -   66 57p.

*DRAFTING; STATE CURRICULUM GUIDES; INDUSTRIAL ARTS; SECONDARY GRADES

This curriculum guide is one of a series of related guides which were developed by a curriculum committee under the leadership of the state specialist in industrial arts. It is for use by drafting teachers and other school personnel concerned with drafting courses. Major sections cover (1) Basic Drawing, Sketching, and Planning, (2) Basic Machine Drawing, and (3) Technical Drafting I, II, III, and IV. For each of these objectives, an instructional plan, content outline, and suggested assignments are given. Related documents are VT 008 382-VT 008 385. (EM)

VT 008 382
Industrial Arts. Metals.

Utah State Board for Vocational Education, Salt Lake City
MF AVAILABLE IN VT-ERIC SET.
Utah State Board for Vocational Education, 1300 University Club Building, 136 East South Temple, Salt Lake City, Utah 84111 ($1.00).
Pub Date -   66 66p.

STATE CURRICULUM GUIDES; INDUSTRIAL ARTS; *METALS; SECONDARY GRADES

This curriculum guide is one of a series of related guides which were developed by a curriculum committee under the leadership of the state specialist in industrial arts. It is for use by metals teachers and other school personnel concerned with metals courses in grades 8-12. Major sections cover Exploratory Metals (12 weeks), Introductory Metals (18 weeks), General Metals (36 weeks), Machine Shop (36 weeks), Oxy-Acetylene Welding (18 weeks), and Arc Welding (18 weeks). For each of these an instructional plan and sample teaching guide, study guide, and procedure guide are given. Related documents are VT 008 381-VT 008 385. (EM)

VT 008 383
Industrial Arts. Automotive Mechanics Guide.

Utah State Board for Vocational Education, Salt Lake City
MF AVAILABLE IN VT-ERIC SET.
Utah State Board for Vocational Education, 1300 University Club Building, 136 East South Temple, Salt Lake City, Utah 84111 ($1.00).
Pub Date - 66 70p.

STATE CURRICULUM GUIDES; INDUSTRIAL ARTS; *AUTO MECHANICS; SECONDARY GRADES

This curriculum guide is one of a series of related guides which were developed by a curriculum committee under the leadership of the state specialist in industrial arts. It is for use by auto mechanics teachers and other school personnel concerned with auto mechanics courses. Course units include (1) The Automobile, (2) Common Tools, (3) Fastening Devices, (4) Measuring Instruments, (5) Safety, (6) Tires, (7) Lubrication, (8) Engines, (9) Cooling Devices, (10) Fuel Systems, (11) Electrical Systems, (12) Hydraulics and Pneumatics, (13) Brakes, (14) Steering, (15) Springs and Suspensions, (16) Power Train, (17) Air Conditioning, and (18) Body. A topical outline is provided for these units. Supplementary materials include text, film, and tool lists. Related documents are VT 008 381-VT 008 385. (EM)

VT 008 384
Industrial Arts. Woods.

Utah State Board for Vocational Education, Salt Lake City
MF AVAILABLE IN VT-ERIC SET.
Utah State Board for Vocational Education, 1300 University Club Building, 136 East South Temple, Salt Lake City, Utah 84111 ($1.00).
Pub Date - 66 59p.

STATE CURRICULUM GUIDES; INDUSTRIAL ARTS; *WOODWORKING; SECONDARY GRADES

This curriculum guide is one of a series of related guides which were developed by a curriculum committee under the leadership of the state specialist in industrial arts. It is for use by woodworking teachers and other school personnel concerned with woodworking courses. Major sections cover (1) An Introduction to the Woods Industry (12 weeks), (2) Exploratory Woods (18 weeks), (3) General Woods (36 weeks), (4) Advanced Woods (36 weeks), and (5) Wood Science and Technology (36 weeks). Sample teaching guides, study guides, and procedure guides are provided for each course. Supplementary materials include teaching aids, film, transparency, and equipment lists. Related documents are VT 008 381-VT 008 385. (EM)

VT 008 385
Industrial Arts. Plastics.

Utah State Board for Vocational Education, Salt Lake City
MF AVAILABLE IN VT-ERIC SET.
Utah State Board for Vocational Education, 1300 University Club Building, 136 East South Temple, Salt Lake City, Utah 84111 ($1.00).
Pub Date - 66 29p.

STATE CURRICULUM GUIDES; INDUSTRIAL ARTS; *PLASTICS; SECONDARY GRADES

This curriculum guide is one of a series of related guides which were developed by a curriculum committee under the leadership of the state specialist in industrial arts. It is for use by drafting teachers and other school personnel concerned with drafting courses. Included are course outlines for a 9-week, an 18-week, and a 36-week course in industrial plastics. Sample teaching guides, procedure guides, and study guides are included. Supplementary materials include lists of equipment sources and films. Related documents are VT 008 381-VT 008 384. (EM)

VT 008 407
Steeb, Ralph
Elementary School Industrial Arts.

Florida State Dept. of Education, Tallahassee
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 18p.

*PROGRAM DESCRIPTIONS; CURRICULUM ENRICHMENT; *INDUSTRIAL ARTS; *ELEMENTARY SCHOOL CURRICULUM; *ELEMENTARY GRADES; BIBLIOGRAPHIES; *STATE PROGRAMS
*FLORIDA

Elementary industrial arts is concerned with all the experiences children have with materials and tools and the learning and satisfaction which result from these experiences. Planned activities and experiences include the construction of projects related to and reinforcing other subjects and of projects related to recreational and personal purposes and a study of industry with emphasis on its organization, materials, processes, occupations, products, and problems and their effect on man's culture. In grades K-3 these activities should be taught by the elementary teacher in her self-contained classroom, while in grades 4-6 a separate teacher and classroom is more suitable. Both sexes may benefit by participation in the activities of such programs. Project construction is a typical activity involving seasonal, personal and academically-related projects. Suggestions for organizing and equipping elementary industrial arts programs are included. (EM)

VT 008 465
Twenty-Eight Industrial Arts Films From McGraw-Hill.

McGraw-Hill Book Co., New York, N.Y. Text-Film Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 8p.

*ANNOTATED BIBLIOGRAPHIES; *INDUSTRIAL ARTS; *DRAFTING; *WOODWORKING; *INSTRUCTIONAL FILMS

Eighteen black and white 16mm educational films which are correlated with two textbooks are annotated. The texts are "Mechanical Drawing" by French and Svensen and "Engineering Drawing" by French and Vierck. Ten other films are listed for woodworking, shop safety, and hand tools. Price, running time, and order number are included. (EM)

TRADE AND
INDUSTRIAL EDUCATION
SECTION

VT 000 688
Effective Speaking for Supervisory Personnel, Leader's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
STIM-4
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($2.00).
Pub Date - 64 110p.

*TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SUPERVISORS; SUPERVISORY TRAINING; *SPEAKING; *SPEECH SKILLS; ADULT VOCATIONAL EDUCATION; INSTRUCTIONAL AIDS

This teaching guide is for instructor use in presenting a course on effective speaking for industrial and business supervisors. It was developed by a statewide group of industrial leadership personnel and tested in a pilot program. Lessons are: (1) Kickoff, (2) Taking the Bull by the Horns (The Procedure, How's Our Progress), (3) Planning a Safe Foundation (The Voice, Work Formation and Breathing), (4) Making Your Stock Pay Dividends, (5) The Map that Leads to Buried Treasure, (6) Presentation Power, (7) Weight the Dice for You, and (8) Completion Night. The material is coded to provide the instructor with ideas to say in his own words or to quote. Also given are instructions for use of flannel board cards, handouts, a chart pad or a blackboard. Time suggestions are given for each lesson. It is suggested that the 12-hour course be conducted in a minimum of eight sessions. The instructor should be an experienced industrial supervisor, and the students should be persons employed in industry as supervisors or potential industrial or business leaders. A learner portfolio of 20 handout sheets ($.65) and a series of 25 flannel board cut-outs ($4.00) are available for use with the course. (HC)

VT 000 691
Human Relations Training for Supervisory Personnel, Leader's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
STIM-2
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($2.80).
Pub Date - 65 121p.

*TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SUPERVISORS; SUPERVISORY TRAINING; *HUMAN RELATIONS; ADULT VOCATIONAL EDUCATION; INSTRUCTIONAL AIDS

This teaching guide is for instructor use in presenting a course on human relations for industrial and business supervisors. It was developed by a statewide group of industrial leadership personnel and tested prior to final publication. The objective of the course is to help the new supervisor improve his skill in leading others. The course is divided into lessons titled: (1) Presentation of Foundations of Good Relations, (2) Importance of Getting the Facts, (3) Weighing and Deciding, (4) Taking Preventive Action, (5) Check Results, and (6) A Supervisor's Other Work Relationships. The material is coded to provide the instructor with ideas to say in his own words, verbatim quotes, and with instructions for flannel board cards, handouts, a chart pad, or a blackboard. It is recommended that the course be conducted in five 2-hour sessions. The instructor should be an experienced industrial supervisor, and the students should be persons employed in industry as supervisors or potential industrial or business leaders. A learner portfolio of 15 handout sheets ($.50), a series of flannel board cutouts ($5.00), and a tape recording of human relations cases ($3.00) are available separately for use with the course. (HC)

VT 000 701
Sharrock, Walter J.; Smilges, Robert S.
Basic Hydraulics, Learner's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
HYLM-1
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($2.00).
Pub Date - 66 94p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *HYDRAULICS; OCCUPATIONAL CLUSTERS; ADULT VOCATIONAL EDUCATION; *ANSWER KEYS; EQUIPMENT MAINTENANCE; STUDENT PROJECTS; ILLUSTRATIONS

This study guide is designed to assist the learner in the study of basic fundamentals and applications of hydraulics. It was developed by a state-wide instructional materials committee and revised by subject matter specialists. The content objective is to develop understanding of the related technical knowledge required in the hydraulics field. Some of the 25 assignment sheets are: (1) Hydraulics Principles, (2) Applied Physics, (3) Directional Control, (4) Basic Circuits, (5) Heat Exchangers, and (6) Circuit Diagram Exercises. Assignment sheets which are keyed to three basic reference books provide the learner with assignment objectives, related information, and questions or exercises. Teachers using the material should be competent in hydraulics and students should be preparing to enter the field of hydraulics. Supplementary materials include a glossary of hydraulic terms and a list of standard symbols used in hydraulic diagrams. Answers to the study questions and exercises are given in "Basic Hydraulics, Answers" which is available for $.70 from the above source. (HC)

VT 000 715
Plumbing Related Course for Apprentices, Part I, Second Edition, Learner's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
PLLM-1
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.25).
Pub Date - 66 101p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *PLUMBERS; ADULT VOCATIONAL EDUCATION; *APPRENTICESHIPS

This study guide is for apprentice use in the study of related technical information for the plumbing trade. It was developed through consultation with trade committees and has been revised by subject matter specialists. The material is designed to enable instruction to be given on an individual or group basis without a rigid timetable. Assignment sheets are used to provide the apprentice with lesson objectives, reading assignments keyed to eight references, and study questions. Some of the 57 assignment sheets are (1) Private Sewage Disposal, (2) House Drains, (3) Ventilation of Plumbing Systems, (4) Wiping Joints and Lead Work, (5) Municipal Water Supply, (6) Domestic Hot Water Supply, (7) Water Closets, and (8) Bathtubs and

Shower Baths. Five review tests are spaced throughout the study guide to enable the apprentice to examine his knowledge of information covered in previous assignments. The teacher directing the study of apprentices should be a journeyman of the trade. An answer booklet entitled, "Plumbing I," which is keyed to the assignment sheet questions, may be obtained from the source of availability indicated for this document. (HC)

VT 000 729
Basic Instructional Units for the Electrical Trade, A Guide to Aid in the Development of a Course of Study. Suggested Outline for Vocational Teaching of Basic Electricity and Basic Electronics.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
ETIM-2
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.25).
Pub Date - Oct65 93p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; APPRENTICESHIPS; *ELECTRONICS; *ELECTRICITY; *OCCUPATIONAL CLUSTERS; STUDENT PROJECTS; BIBLIOGRAPHIES

The purpose of this manual is to aid the instructor in developing a more complete course of study to utilize in teaching an occupational cluster for the electrical trades. Developed by subject matter specialists for vocational preparatory and extension programs, the suggested outline covers three semesters of Basic Electricity and one semester of Basic Electronics. The basic outline for electricity covers: (1) Introduction-What is Electricity, (2) Direct Current Electricity, (3) Magnetism, (4) Alternating Current Electricity, (5) Measurement, (6) Construction Wiring, and (7) Diagnosis and Maintenance. The basic outline for electronics covers: (1) Introduction, (2) Electron Tubes, (3) Semi-Conductors, (4) Power Supplies, (5) Amplifiers, (6) De-Modulators, (7) Oscillators, (8) Antenna Systems, (9) Instruments, (10) Special Circuits, and (11) Circuit Analysis. Each unit has a course outline, suggested jobs and problems, and a list of references and aids. (PA)

VT 000 730
Bricklaying I, Learner's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
BRLM-1
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.60).
Pub Date - 65 126p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *BRICKLAYERS; *BRICKLAYING; ADULT VOCATIONAL EDUCATION; APPRENTICESHIPS; ILLUSTRATIONS; BIBLIOGRAPHIES; STUDENT PROJECTS

This study guide is designed to assist the learner in the study of trade related technical information in pre-employment programs, extension classes, or the final 2 years of apprenticeship for bricklaying occupations. It was developed by a state-wide instructional materials committee and revised by subject matter specialists. Some of the 22 units of study are: (1) Apprenticeship, (2) Safety, (3) Brick, (4) Mortar, (5) Fundamentals of Brickwork, (6) Blueprint Reading, (7) Footings, (8) Foundation Walls, (9) Joints, (10) Bonding, (11) Pilasters, (12) Block, (13) Tile, (14) Corners, (15) Cavity Walls, and (16) Cleaning. Assignment sheets which are keyed to six basic reference books are supplemented with line drawing and photographic illustrations and provide the learner with assignment objectives, related information, and questions. Teachers using the material should be journeymen of the trade and students should be employed in or planning to enter the trade. An answer book "Bricklaying I, Answers" may be obtained from the source of availability indicated for this document. (HC)

VT 000 735
Questioning Techniques. (Teaching Methods and Techniques in Trade and Industrial Education, Study Guide C-1).

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.26).
Pub Date - 65 17p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL TEACHER; *TEACHER EDUCATORS; *TEACHING METHODS; *QUESTIONING TECHNIQUES; TEACHING GUIDES; TEACHING TECHNIQUES

This study guide is for teacher educators' use in improving the performance of the trade and industrial teachers who have had no teacher education or whose teacher training has been in some field other than trade and industrial education. It has been developed by a group of teacher educators, tested with trial use prior to final edition, and designed both to encourage the instructor to gain an appreciation of the usefulness of effective questioning and to give him practice in using oral questions effectively to lead the student in a definite intellectual direction. Assignments cover the topics: (1) how to use oral questioning, (2) the art of questioning, and (3) using oral questions in shop and related lessons. The appendix contains detailed information on the use of oral questions in teaching. (MU)

VT 000 736
Methods of Group Instruction. (Teaching Methods and Techniques in Trade and Industrial Education, Study Guide C-2).

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.60).
Pub Date - 64 25p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL TEACHERS; *TEACHER EDUCATORS; TEACHER EDUCATION; *TEACHING METHODS; *GROUP INSTRUCTION

This study guide is for teacher educators' use in assisting those trade and industrial teachers who have had no teacher education or whose teacher training has been in some field other than trade and industrial education. Developed by a group of teacher educators and tested with trial use prior to final edition, this guide has been designed to: (1) acquaint the teacher with methods of teaching groups more effectively, (2) help him choose the appropriate method and plan for group instruction, and (3) provide him with an opportunity for practice. Assignments of work are given in the following methods of group instruction: (1) discussion groups, (2) demonstration, (3) conference procedure, (4) the lecture, (5) open forum, (6) field trips, (7) using resource persons, and (8) the developmental method. The appendix lists the advantages and disadvantages of group instruction method and includes an information sheet on the development method and a bibliography. (MU)

VT 000 737
Methods of Individualized Instruction. (Teaching Methods and Techniques in Trade and Industrial Education, Study Guide C-3).

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.20).
Pub Date - 65 15p.

*STUDY GUIDES; *TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *INDIVIDUALIZED INSTRUCTION; *INDIVIDUAL DIFFERENCES; INDIVIDUALIZED CURRICULUM; INDIVIDUAL NEEDS; STUDY HABITS

This study guide is for the use of teacher educators in the teacher training programs of new trade and industrial education instructors. It was developed by a group of teacher educators at the state level and tested with trial use prior to final edition by teacher use of the material. The guide is designed to: (1) help the instructor understand the need for, and the techniques of, individualized instruction, (2) provide him with suggestions for dealing with individual differences, (3) help him realize the importance of teaching his students how to study and provide him with a study technique he can teach to his students, and (4) offer the instructor some means of evaluating individualized instruction. Assignments include the following: (1) purposes and techniques of individualized instruction, (2) individualized instruction in the shop or laboratory, (3) individualized instruction in the related classroom, and (4) teaching students how to study. A short bibliography is included. (MU)

VT 000 738
Organizing and Conducting Effective Demonstrations. (Teaching Methods and Techniques in Trade and Industrial Education, Study Guide C-4).

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service

MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.27).
Pub Date - 65 23p.

*STUDY GUIDES; *TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *TEACHING METHODS; *DEMONSTRATIONS (EDUCATIONAL); TEACHING TECHNIQUES; TEACHER EDUCATORS

This study guide is for teacher educators and instructors' use in preparing trade and industrial craftsmen who are planning to enter or are currently teaching. It was developed by a group of teacher educators and tested, prior to final edition, by teacher use of material. The guide is designed to: (1) introduce the demonstration as a tool of teaching, (2) acquaint the instructors with its importance, (3) provide practice situations, and (4) help the instructor to both evaluate the effectiveness of his own demonstration and recognize when to use demonstrations. Assignments include the following: (1) introduction to the method, (2) preparation of a demonstration outline, (3) making a shop demonstration, and (4) making a classroom demonstration. The appendix contains an outline for organizing and conducting effective demonstrations, a checklist for demonstration, and a lesson breakdown and plan sheet. (MU)

VT 000 739
Principles of Learning. Teaching Methods and Techniques in Trade and Industrial Education, Study Guide C-5.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.26).
Pub Date - 66 32p.

*STUDY GUIDES; *TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; LEARNING; *EDUCATIONAL PRINCIPLES

Individualized and group teacher training is designed specifically for trade and industrial teachers who have had no teacher education, or whose teacher training has been in some field other than trade and industrial education. Teacher educators developed this study guide to give the new teacher a clearer picture of the process of learning. The guide contains assignment sheets on: (1) Individual Differences in Learning, (2) Early Principles of Learning, (3) Principles of Learning (Thorndike), (4) Motivations and Learning, (5) Interest and Learning, (6) The Law of Readiness, (7) The Law of Effect, (8) The Law of Exercise, and (9) Learning - Integrated. (PA)

VT 000 740
Individualized Instruction in the Related Classroom. Teaching Methods and Techniques in Trade and Industrial Education, Study Guide C-6.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.40).
Pub Date - 66 21p.

*STUDY GUIDES; *TEACHER EDUCATION; *INDIVIDUALIZED INSTRUCTION; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS

Individualized and group teacher training is designed specifically for trade and industrial teachers who have had no teacher education, or whose teacher training has been in some field other than trade and industrial education. Teacher educators developed this study guide to provide instructors with some practical suggestions for teaching related information through individualized instruction. The entire process, from teaching students how to study, to the evaluation of an individualized lesson, is covered in this study guide. The assignments are: Introducing a Lesson, Studying--Outlining, Supervising Study, and Evaluating Lessons. The appendix contains an information sheet on the techniques of individualized instruction. (PA)

VT 000 742
Use of Laboratory Procedures in Teaching Trade Technology. Teaching Methods and Techniques in Trade and Industrial Education. Study Guide C-9.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.35).
Pub Date - 66 11p.

*STUDY GUIDES; *TEACHER EDUCATION; *LABORATORY PROCEDURES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS

Individualized and group teacher training is designed specifically for trade and industrial teachers who have had no teacher education, or whose teacher training has been in some field other than trade and industrial education. Teacher educators developed this study guide to help instructors select items of trade information which can be better understood by teaching the principles involved, set up situations using laboratory procedures, and show how appropriate instructional materials can be used to teach principles and their application. The assignments are: The Laboratory Method of Teaching, and Selection and Organization of Related Items to be Taught by the Laboratory Method. (PA)

VT 000 743
Correlation of Shop and Trade Technology Instruction. Teaching Methods and Techniques in Trade and Industrial Education, Study Guide C-10.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.75).
Pub Date - 65 45p.

*STUDY GUIDES; *TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; ARTICULATION (PROGRAM); COOPERATIVE EDUCATION; *COORDINATION

Individualized and group teacher training is designed specifically for trade and industrial teachers who have had no teacher education, or whose teacher training has been in some field other than trade and industrial education. Teacher educators developed this study guide to help instructors and/or coordinators acquire the understanding of educational principles and their utilization in providing for improved teaching-learning situations. The assignments are: (1) Principles of Correlation, (2) Correlation in Course Construction, (3) Correlation in Cooperative Training, and (4) Correlation in Day-Trade Program. The appendix contains information sheets and sample forms. (PA)

VT 000 745
Trade and Occupational Analysis. Selection and Organization of Subject Matter in Trade and Industrial Education; Study Guide D-2.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.29).
Pub Date - 66 33p.

*STUDY GUIDES; *TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; SKILL ANALYSIS; *CURRICULUM DEVELOPMENT; OCCUPATIONAL INFORMATION

Individualized and group teacher training is designed specifically for trade and industrial teachers who have had no teacher education, or whose teacher training has been in some field other than trade and industrial education. Teacher educators developed this study guide to familiarize instructors with trade and occupational analysis procedures, and to assist them in determining what to teach. The assignments are: (1) Introduction to Trade and Occupational Analysis, (2) Identifying Trade and Occupational Elements Part I (Operation and Processes), (3) Identifying Trade and Occupational Elements Part 2 (Operations, Details, and Application), (4) Identifying Trade and Occupational Elements (Related Information Unit), (5) Making the Analysis, Part I (Blocking the Trade or Occupation), (6) Making the Analysis, Part 2 (Arranging the Elements), (7) Making the Analysis, Part 3 (Service Trade or Occupational Analysis and Progress Checking), (8) Listing the Instructional Steps, Part I (Analyzing the Operation), and (9) Listing the Instructional Steps, Part 2 (Analyzing the Information Topic). (PA)

VT 000 746
Course of Study Construction. Selection and Organization of Subject Matter in Trade and Industrial Education. Study Guide D-4.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.40).
Pub Date - 66 26p.

*STUDY GUIDES; *TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *CURRICULUM DEVELOPMENT

Individualized and group teacher training is designed specifically for trade and industrial teachers who have had no teacher education, or whose teacher training has been in some field other than trade and industrial education. Teacher educators developed this guide to help instructors learn the elements and techniques involved in constructing a course of study. The assignments are: (1) Elements of a Course of Study, (2) Developing a Statement of Philosophy, (3) Determining Course Objectives, (4) Plan of Instructional Practices, (5) Principles and Steps Involved in Developing Course of Study, and (6) Course Content. The appendix contains an information sheet and a suggested format for writing a course outline. (PA)

VT 000 747
Preparing and Using Lesson Plans. Selection and Organization of Subject Matter in Trade and Industrial Education, Study Guide D-5.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.

Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.21).
Pub Date - 66 12p.

*STUDY GUIDES; *TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; MATERIAL DEVELOPMENT; *LESSON PLANS

Individualized and group teacher training is designed specifically for trade and industrial teachers who have had no teacher education, or whose teacher training has been in some field other than trade and industrial education. Teacher educators developed this study guide to aid instructors in actual development of adequate daily lesson plans. The assignments are: (1) The Characteristics of a Good Lesson, (2) The "Four-Step" Lesson, (3) Applying the Principles of the "Four Step" Lesson to the Shop Lesson Plan, and (4) Applying the Principles of the "Four Step" Lesson to the Related Lesson Plan. (PA)

VT 000 748
Effective Teaching of Safety. Selection and Organization of Subject Matter in Trade and Industrial Education, Study Guide D-6.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.21).
Pub Date - 65 15p.

*STUDY GUIDES; *TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *SAFETY EDUCATION; SCHOOL SHOPS

Individualized and group teacher training is designed specifically for trade and industrial teachers who have had no teacher education, or whose teacher training has been in some field other than trade and industrial education. This study guide was prepared by teacher educators to assist the shop instructor in developing and operating a shop safety program. The assignments cover: (1) Fire Prevention and Drills, (2) Planning, Organizing and Operating a Shop Safety Program, (3) Maintaining Good Housekeeping, and (4) First Aid Procedure. The appendix contains a shop safety survey form. (PA)

VT 000 749
Developing and Constructing Teaching Aids. Selection and Organization of Subject Matter in Trade and Industrial Education, Study Guide D-7.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.57).
Pub Date - 65 26p.

*STUDY GUIDES; *TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; MATERIAL DEVELOPMENT; INSTRUCTIONAL AIDS

Individualized and group teacher training is designed specifically for trade and industrial teachers who have had no teacher education, or whose teacher training has been in some field other than trade and industrial education. This study guide has been prepared by teacher educators to provide the instructor with the "know-how" to develop and construct his own teaching aids. The assignments cover: (1) Models and Demonstration Devices, (2) Charts and Posters, (3) Blackboard and Flannel Board Illustrations, (4) Making 2x2 Slides and Narration, (5) Exhibits and Bulletin Boards, and (6) Manuals and Printed Teaching Aids. The appendix gives instructions for making five teaching aids. (PA)

VT 000 750
Developing Appropriate Student Conduct. Shop and Laboratory Organization and Management, Study Guide E-3.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.21).
Pub Date - 64 23p.

*STUDY GUIDES; *TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; TEACHING TECHNIQUES; *TRADE AND INDUSTRIAL TEACHERS; *DISCIPLINE

Individualized and group teacher training is designed specifically for trade and industrial teachers who have had no teacher education, or whose teacher training has been in some field other than trade and industrial education. This study guide helps the beginning teacher to work on assignments involving shop and classroom discipline early in his training. It was developed by a teacher educator for use in improving inservice education programs. The assignments are: (1) How to Maintain Good Discipline, (2) The Importance of Good Discipline, (3) Discipline--A Necessary Condition for Effective Teaching, (4) Shop Discipline, and (5) Cases and Problems. The appendix contains practical suggestions for discipline for emergency situations, and a check list of errors. (PA)

VT 000 761
Instructor's Responsibility for Coordination. Study Guide 29.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-29
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.30).
Pub Date - 18p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; NONINSTRUCTIONAL RESPONSIBILITY; *EDUCATIONAL COORDINATION; *TEACHER EDUCATION

This unit study guide, for use by trade and industrial teachers during their early years of teaching, focuses on the coordination responsibilities of the teacher. Teacher educators developed the guide after trial use of the material. Major topics are: (1) Basic Aims of Trade and Industrial Education, (2) Adopting Instruction to Industrial Needs, and (3) Instructor's Responsibility for Coordination. Two references are listed and an assignment is given. Users should be entry level instructors in trade and industrial education. (EM)

VT 000 764
Individual Differences. Study Guide 33.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-33
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.30).
Pub Date - 20p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *INDIVIDUAL DIFFERENCES; *TEACHER EDUCATION

This unit study guide was developed for use by trade and industrial education teachers during their early years in teaching. It was prepared by teacher educators after trial use of the material. The contents focus on understanding individual differences in human beings and include a list of five references, a study and discussion outline, and an assignment. The outline covers the nature and effects of individual differences, methods of verifying the nature and extent of individual differences, and methods of providing for such differences. (EM)

VT 000 765
Relation of Standardized Tests to the Vocational Program. Study Guide 34.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-34
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.50).
Pub Date - 34p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *STANDARDIZED TESTS; TEACHER EDUCATION; *EDUCATIONAL DIAGNOSIS

This unit study guide was prepared to help the trade and industrial teacher improve teaching methods and evaluation techniques. Developed by teacher educators after trial use, it includes an introduction, references, a study and discussion outline, and assignments. The outline covers: (1) tests in teaching, (2) specialists in teaching, (3) analyzing test results, (4) definition of standardized tests, (5) development of standardized tests, (6) types of standardized tests, (7) use of standardized tests in the vocational program, (8) interpretation of test results, and (9) sources of standardized tests and testing services. The appendix lists examples of standard test types and a separate envelope of sample tests is available. (EM)

VT 000 804
Smith, Farmer S., Comp.
The General Related Units for Industrial Cooperative Training, A Suggested Study of Topics Needed by Every Vocational Student.

North Carolina State Univ., Raleigh. Dept. of Industrial Education
North Carolina State Dept. of Public Instruction, Raleigh. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 1Aug65 322p.

*TEXTBOOKS; STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *VOCATIONAL ADJUSTMENT; PERSONAL ADJUSTMENT; SOCIAL ADJUSTMENT; GRADE 11; GRADE 12; COOPERATIVE EDUCATION

This textbook is for student use at the senior high school level in trade and industrial cooperative education programs. It was developed by teacher-coordinators and evaluated in a 1967 master's thesis. the content objective is to promote personal and vocational adjustment on the part of the students. The major units of related information cover: (1) Orientation, (2) Employment, (3) How to study, (4) Duties and Responsibilities of the Worker, (5) Agencies Affecting Employment, (6) Safety, First-Aid, Health, and Hygiene, (7) Consumer Economics, (8) Character Development, Personality, and Human Relations, (9) Citizenship, (10) Communications Skills, (11) Government Services, and (12) Applied Mathematics and Science. Each unit provides objectives, reading materials, summary questions, and suggested student activities. The material is to be used by individual students under teacher supervision for 180 hours. Supplementary materials include an extensive bibliography of books, pamphlets, and 16 mm films. (EM)

VT 001 731
Mechanic, Refrigeration (D.O.T. Occupational Code 5.83.941) Suggested Guide for a Training Course.

Ohio State Univ., Columbus. Trade and Industrial Education Services
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 29p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *REFRIGERATION MECHANICS; POST SECONDARY EDUCATION; PROGRAM PLANNING
MDTA PROGRAMS; MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS

This curriculum guide is for administrators and teachers use in developing course content for training persons at the post-high school level for employment as refrigerator mechanics. It was developed by the Ohio State University under contractual arrangements with the U.S. Office of Education, Division of Vocational and Technical Education. This guide is for discussion purposes only. The course objectives are to prepare the trainees to: (1) understand the theory of refrigeration, (2) know the different kinds of refrigerants and how and when to use them, (3) read, interpret, and care for temperature and pressure instruments and charts, (4) understand the function of motors and motor controls, and (5) provide preventive maintenance and repair of all refrigeration system component parts. Typical instructional units are: (1) Methods of Refrigeration, (2) Refrigerants, and (3) Motors and Motor Controls. Each of the 6 units are outlined to provide the training time, objectives, and unit outline. The course is designed for 1400 hours of instruction. The time allocations for each unit may be changed to meet trainee and community needs. The teacher should have a broad background of training and current experience in the refrigeration industry and should meet State certification requirements. The students should have a high school education or maturity as needed to profit from training and have scored satisfactorily on the General Aptitude Test Battery. Supplementary materials include suggestions on teaching the course, a list of references and textbooks, and suggested equipment, small tools, supplies and training facility. (HC)

VT 001 867
Advanced Police Training Program.

Pennsylvania State Dept. of Public Instruction, Harrisburg. Public Service Inst.
Police Training Advisory Committee, Pa.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 155p.

*SUPPLEMENTARY TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *POLICE; *POLICE ACTION; *LAW ENFORCEMENT; ADULT VOCATIONAL EDUCATION; INSERVICE PROGRAMS
PENNSYLVANIA

This reference manual was developed by the Public Service Institute and an advisory committee for use by teachers and students in police inservice training courses. Chapter headings are: (1) Investigations, (2) Investigations of Crimes of Avarice, (3) Investigations of Crimes of Lust, (4) Investigations of Arson, (5) Investigations of Crimes of Malice, (6) Interviewing a Witness, (7) Interviewing a Suspect, (8) Investigation at the Scene of a Crime, Accident or Other Incident, (9) Maps, Sketches, and Photographs, (10) Cooperation in Investigation, (11) Accidents, (12) Involuntary Manslaughter, (13) Vehicular Collisions, (14) Evidence in Vehicular Collisions, (15) Reports, (16) Apprehension of the Suspect, and (17) Preparation of a Case for Court. Each chapter makes a summarized presentation of the topic under discussion. Students should be employed in police work; the teacher should have six years in police work. This 60-hour course was designed for use in Pennsylvania. VT 001 918 covers a similar basic police course. (EM)

VT 001 918
Basic Police Training Program.

Pennsylvania State Dept. of Public Instruction, Harrisburg. Public Service Inst.
Police Training Advisory Committee, Pa.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 99p.

*SUPPLEMENTARY TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *POLICE; *POLICE ACTION; *LAW ENFORCEMENT; ADULT VOCATIONAL EDUCATION; INSERVICE PROGRAMS
PENNSYLVANIA

This reference manual was developed by the Public Service Institute and an advisory committee for use by teachers and students in a police inservice course. Chapter headings are: (1) Police Organization, (2) Divisions of Government and Constitutional Rights, (3) County Officials, (4) Criminal Law, (5) Investigation, (6) Arrest, (7) Definition of Crimes, (8) Court Decisions That Explain Law Definitions, (9) Process and Services of Process, (10) Evidence, (11) Patrol, (12) Observations, Descriptions, and Reporting, (13) Regulatory Statutes, (14) Traffic Laws and Procedures, (15) Traffic Direction, (16) Motor Vehicle Law Enforcement, and (17) Relations with the People as Their Employees. Each chapter makes a summarized presentation of the topic under discussion. Students should be employed in police work; the teacher should have six years in police work. This 60-hour course was designed for use in Pennsylvania. VT 001 867 covers a similar advanced course. (EM)

VT 002 565 ED 012 372
Roney, Maurice W.
Electromechanical Technology, An Electromechanical Technology Curriculum. Part II.

Oklahoma State Univ., Stillwater. School of Industrial Education
EDRS PRICE MF-$0.50 HC-$5.05 OEC-6-85-057 08
BR-5-0158
Pub Date - Nov66 99p.

*CURRICULUM GUIDES; CURRICULUM; *TRADE AND INDUSTRIAL EDUCATION; *ELECTROMECHANICAL TECHNICIANS; TECHNICAL EDUCATION; *ELECTROMECHANICAL TECHNOLOGY; PROGRAM PLANNING; *CURRICULUM DEVELOPMENT

This curriculum guide is the result of a nationwide study reported in "Electro-Mechanical Technology, Part I" (ED 012 372), of selected technical occupations in industry. It is for administrator use in planning expanded post-secondary institutional services in new and emerging occupational fields and was developed through the contributions of a panel of industrial and educational consultants. The purpose of the program is to prepare persons for emerging occupations in which a knowledge of the interrelationship of electronic and mechanical phenomena in systems and devices is mandatory. The topic outline of the subject matter for the electromechanical technology curriculum is planned for four semesters and a total of 70 semester credit hours of course work. The addition of an optional summer and a pretechnology term would extend the program to 94 semester credit hours. The subject matter areas are: (1) electromechanics, (2) electric-electronics, (3) mechanics, (4) mathematics, (5) science, (6) communication skills, and (7) economics. The entrance level for the program should be high school graduation with mathematics through trigonometry, a laboratory science, and mechanical drawing as prerequisites. Teachers in the program must have up-to-date industrial experience and will need extra time for preparation and lesson planning as text and laboratory materials are not now available. Teacher education programs must be conducted to familiarize teachers with the coordinated teaching in the interdisciplinary program. (HC)

VT 002 913 ED 029 080
Wiens, Jacob H.
Basic Course in Nucleonics. Technical Education Curriculum Development Series No. 10.

California State Dept. of Education, Sacramento. Instructional Materials Lab.
EDRS PRICE MF-$0.75 HC-$8.00
Bureau of Industrial Education, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814 (without charge).
Pub Date - 63 158p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; RADIATION; ATOMIC THEORY; *NUCLEAR PHYSICS; *TECHNICAL EDUCATION; COMMUNITY COLLEGES; LABORATORY EXPERIMENTS
NUCLEONICS TECHNICIANS; *NUCLEONICS

This combined teaching and study guide is for use by students and teachers in post secondary programs for nucleonics technicians. It was developed by the author under the National Defense Education Act, Title VIII. The unit headings are: (1) Physics of the Atom, (2) Natural Radioactivity and Atomic Energy, (3) Induced Radioactivity and Atomic Energy, (4) Radiation Safety and Radiation Doses, (5) Geiger-Mueller Counters, (6) Determination of Half-Life, (7) Absorption and Self-Absorption for Beta Rays, (8) Backscattering and Other Effects for Beta Rays, (9) Absorption and Inverse Square Law for Gamma Rays, (10) Resolving Time of a g-m Counter, (11) Calibration of g-m Counter End Window, (12) Statistical Variation in Radioactive Measurements, (13) Determination of Range and Energy of Alpha Particles, (14) Effect of Magnetic Fields upon Beta and Gamma Radiation, (15) Comparison of g-m, Gas Flow Proportional, and Scintillation Counters, (16) Radioactive Fallout,

(17) Tracer Techniques, and (18) Cloud Chamber. Each unit gives objectives, introduction, teaching plan, apparatus required, textual material, study questions, and a bibliography. Five hours of instruction should be allotted to each of the units. The students should be high school graduates and the teachers should have had a basic course in nuclear physics. (EM)

VT 003 313
Selection and Use of Teaching Aids. (Teaching Methods and Techniques in Trade and Industrial Education, Study Guide C-11).

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
Ohio State Univ., Columbus. Instructional Materials Laboratory
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.18).
Pub Date - 66 18p.

*STUDY GUIDES; *INSERVICE TEACHER EDUCATION; STUDENT PROJECTS; *TRADE AND INDUSTRIAL TEACHERS; *TRADE AND INDUSTRIAL EDUCATION; *AUDIOVISUAL AIDS; TEACHER DEVELOPED MATERIALS

This study guide was developed by teacher educators to assist the beginning trade and industrial instructor in gaining familiarity with instructional aids. Specific program objectives are to enrich and strengthen the training program by making teachers aware of aids and their sources, to assist teachers in preparation of aids, and to observe and offer constructive criticism of the application of aids in teaching. Assignments are: (1) Planning the Use of the Blackboard, (2) Movies, Film Strips, and Slides, (3) Charts and Graphs, (4) Posters and Manuals, (5) Pictures and Photographs, (6) Flannel Board, (7) Use of Role Playing, (8) Use of Tape Recorder, and (9) Use of Mock-ups and Cutaways. (PA)

VT 003 502 ED 016 078 MP 000 165
Bearden, H.D.
Technical Training for Industrial Radiographers. Final Report.

Texas Agricultural and Mechanical Univ., College Station. Engineering Extension Service
EDRS PRICE MF-$0.25 HC-$0.55
Pub Date - Jun67 9p.

*TECHNICAL EDUCATION; *RADIOGRAPHERS; PROGRAM DEVELOPMENT; *TRADE AND INDUSTRIAL EDUCATION; *EDUCATIONAL PROGRAMS; PROGRAM DESCRIPTIONS

To offset the problem of a shortage of qualified technicians to serve as radiographers in industry, 19 students were trained in two classes, the first consisting of 19, and the second of eighteen 30-hour weeks. Organized formal or lecture-type instruction was presented in some subject areas, but the major emphasis was on laboratory experiences including preparing samples, radiographing either with x-ray or radioisotopes, developing film, and interpreting results as required of licensed radiographer personnel. Classroom and laboratory experiences were supplemented by visits to commercial testing laboratories, foundries, and steel fabricators. Tests, oral, written, hands-on operational, or special, were given periodically. Toward the end of the course, a series of tests and validated performance trials was administered for qualifying the students to meet the requirements of industry. All graduates were offered jobs in the field of radiographic inspection. The lesson plans and related information data were developed in rough or basic form during the first course and used, tested, and improved in the second course. After this trial and modification, the lesson plans and related materials were compiled, edited, and organized into two instructor's guides. These guides are available as VT 003 503 (ED 016 816) and VT 003 565 (ED 015 217), both in AIM Summer 1968. (HC)

VT 004 794
Boolsen, Frank M., And Others
California and Federal Agencies Allied and Related to Law Enforcement. California State Peace Officers' Training Series 66.

California State Dept. of Education, Sacramento. Bureau of Industrial Education
MF AVAILABLE IN VT-ERIC SET.
California State Department of Education, 721 Capitol Mall, Room 551, Sacramento, California 95814 ($1.50).
Pub Date - 63 65p.

*POLICE; STATE GOVERNMENT; FEDERAL GOVERNMENT; LAW ENFORCEMENT; *AGENCIES; REFERENCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; *DIRECTORIES; *AGENCY ROLE; FEDERAL STATE RELATIONSHIP; INTERAGENCY COOPERATION; POLICE ACTION
*CALIFORNIA

An important factor in the operation of a modern police department is the assistance to be obtained from many federal and state agencies whose functions are allied with or related to those of the police. In this publication, the organization and activities of each Federal and California state agency that may be able to supply such information are listed. The California State agencies include: Department of Agriculture, Alcoholic Beverage Control, Consumer Counsel, Board and Department of Corrections, Disaster Office, Department of Education, Employment, Equalization, Finance, State Fire Marshal, Highway Patrol, Horse Racing Board, Industrial Relations, Insurance, Investment, Justice, Mental Hygiene, Military, Motor Vehicles, Osteopathic Examiners, Peace Officer Standards and Training, Personnel Board, Professional and Vocational Standards, Public Health, Resources Agency, Retirement System, San Francisco Port Authority, Social Welfare, Veterans Affairs, and Youth Authority. The Federal Agencies include: Agriculture, Aviation, Civil and Defense Mobilization, Civil Service, Commerce, Communications Commission, Defense, Health, Education, and Welfare, Interior, Interstate Commerce, Justice, Labor, Postal Inspection, Securities and Exchange, Security Council, State Department, Trade Commission, Treasury, and Veterans Administration. (PS)

VT 005 588
Menconi, Joseph
Auto Mechanics. Part 3, Workbook.

California State Dept. of Education, Sacramento. Bureau of Industrial Education
MF AVAILABLE IN VT-ERIC SET.
Bureau of Industrial Education, California State Department of Education, 721 Capitol Mall, Sacramento, California 95814 ($1.75).
Pub Date - 63 78p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *MOTOR VEHICLES; AUTO MECHANICS; *APPRENTICESHIPS

This revised study guide is for student use in studying related technical information in the auto mechanics apprenticeship training program. It was developed by a State Educational Advisory Committee consisting of representatives from management and labor groups. The units of instruction are (1) Engine Principles, (2) Cleaning and Measuring, (3) Cylinders, (4) Crankshafts and Flywheels, (5) Connecting Rods, (6) Pistons, Pins, and Rings, (7) Valve Mechanisms, (8) Engine Lubrication, (9) Engine Cooling, and (10) Diesel Engine[illegible] Topic assignment sheets within each unit provide an assignment, introduction, and a checkup for self evaluation. The material is to be used by the individual apprentice under teacher direction for 144 hours. The teacher should be a qualified journeyman from the trade, and the students must be indentured apprentices employed in the trade. The document contains photographic illustrations. Supplementary materials include a list of four recommended textbooks and an assignment record as a part of the table of contents. Textbooks and final examinations for the course are available to the instructor. Workbooks for "Auto Mechanics, Part I" (VT 002 761) and "Auto Mechanics Workbook, Part 4" (VT 002 990) both found in AIM Summer 1968, are also available. (HC)

VT 005 875
Mechanical Maintenance Practices I. Units 1-5.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
Pub Date - 65 189p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES; *MACHINE REPAIRMEN; *EQUIPMENT MAINTENANCE
*GEAR REDUCERS

These five modules are part of a 60-module, 2-year course designed to develop student understanding of maintenance practices for gear reducers, hydraulic systems, lubrication systems, and mechanical drive systems. This material was developed by industrial training and subject-matter specialists and tested in industrial training situations. The modules consist of an instructor's guide, transparencies, a list of suggested supplementary materials, trainee text material, and self-instructional branch programed training films for self-paced individual instruction using an Electronic Tutor. Reproductions of the training films with program branching information is included so that they may be developed as printed material for use without the Electronic Tutor. The 30 modules for "Mechanical Maintenance Practices 1" are available as VT 005 875-VT 005 880, and the 30 modules for "Mechanical Maintenance Practices 2" are available as VT 005 881-VT 005 886. A program outline is available as VT 006 007. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 876
Mechanical Maintenance Practices 1. Units 6-10.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
Pub Date - 65 237p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES; *MACHINE REPAIRMEN; BLUEPRINTS; *EQUIPMENT MAINTENANCE
*GEAR REDUCERS

These five modules are part of a 60-module, 2-year course designed to develop student understanding of maintenance practices for gear reducers, hydraulic systems, lubrication systems, and mechanical drive systems. Some topics are: (1) Using Drawing Dimensions to Get Reducer's True Position, (2) Measuring to Check Gear Reducer Position, (3) Checking the Fastening of the Gear Reducer, (4) Preventing the Reducer from Moving When Operating, and (5) Getting Ready to Look Inside the Reducer. Self-instructional branch programed training films for these are: (1) Using Gear Reducer Dimensions to Position the Reducer, (2) Checking Gear Reducer Position, (3) Fastening Gear Reducer into Position, (4) Understanding the Principle and Applications of Basic Machines, and (5) Sections, Section Drawings, and Sketching. The 30 modules for "Mechanical Maintenance Practices 1" are available as VT 005 875-VT 005 880, and the 30 modules for "Mechanical Maintenance Practices 2" are available as VT 005 881-VT 005 886. A program outline is available as VT 006 007. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 877
Mechanical Maintenance Practices 1. Units 11-15.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
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*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES; *MACHINE REPAIRMEN; *EQUIPMENT MAINTENANCE
*GEAR REDUCERS

These five modules are part of a 60-module, 2-year course designed to develop student understanding of maintenance practices for gear reducers, hydraulic systems, lubrication systems, and mechanical drive systems. Some topics are: (1) Normal Function and Operation of Gears, Shafts, Bearings, and Oil, (2) Moving the Gear Reducer into Position for Hook Up, (3) Getting Ready to Remove the Reducer, (4) Scope and Application of the Oxygen and Acetylene Flame, and (5) Checking for Bearing Failures. Self-instructional branch programed training films for these are: (1) Maintaining Gear Reducers: Gears and Gear Ratios--Parts I and II, (2) Principles of Torch Cutting, (3) Maintaining Gear Reducers (Wire Rope, Slings, Safe Lifting Loads), and (4) Lines, Angles, and Circles. The 30 modules for "Mechanical Maintenance Practices 1" are available as VT 005 875-VT 005 880 and the 30 modules for "Mechanical Maintenance Practices 2" are available as VT 005 881-VT 005 886. A program outline is available as VT 006 007. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 878
Mechanical Maintenance Practices 1. Units 16-20.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
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*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED MATERIALS; TRANSPARENCIES; *MACHINE REPAIRMEN; HYDRAULICS; *EQUIPMENT MAINTENANCE
*GEAR REDUCERS

These five modules are part of a 60-module, 2-year course designed to develop student understanding of maintenance practices for gear reducers, hydraulic systems, lubrication systems, and mechanical drive systems. Some topics are: (1) Equipment Alignment vs. Maintenance, (2) Tolerance, Allowance, and Classes of Fit, (3) Methods of Joining Shaft and Coupling Assemblies, (4) 16-Point Alignment Check, and (5) Maintaining Fluid Systems. Self-instructional branch programed training films for these are: (1) Micrometers, (2) Coupling Alignment, (3) Grinding and Grinding Wheels, (4) Principles of Fitting (Coupling Alignment), and (5) Principles of Power Hydraulics and Pumps. The 30 modules for "Mechanical Maintenance Practices 1" are available as VT 005 875-VT 005 880 and the 30 modules for "Mechanical Maintenance Practices 2" are available as VT 005 881-VT 005 886. A program outline is available as VT 006 007. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 879
Mechanical Maintenance Practices 1. Units 21-25.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
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*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES; *MACHINE REPAIRMEN; HYDRAULICS; *EQUIPMENT MAINTENANCE
*GEAR REDUCERS

These five modules are part of a 60-module, 2-year course designed to develop student understanding of maintenance practices for gear reducers, hydraulic systems, lubrication systems, and mechanical drive systems. Some topics are: (1) Routine Maintenance of Pumps, (2) Common Tubing Fittings, (3) Assembling Hose Lines, (4) Inspection of Piping and Steps in Making Repairs, and (5) Maintaining Control Valves. Self-instructional branch programed training films for these are: (1) Maintaining Fluid Power Systems: Centrifugal Pumps, (2) Maintaining Fluid System Piping, (3) Maintaining Fluid Hose Lines and Fittings, (4) Maintaining Fluid Systems: Selecting the Proper Tubing, and (5) Maintaining Fluid System Control Valves. The 30 modules for "Mechanical Maintenance Practices 1" are available as VT 005 875-VT 005 880 and the 30 modules for "Mechanical Maintenance Practices 2" are available as VT 005 881-VT 005 886. A program outline is available as VT 006 007. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 880
Mechanical Maintenance Practices 1. Units 26-30.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
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*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES; *MACHINE REPAIRMEN; LUBRICANTS; HYDRAULICS; *EQUIPMENT MAINTENANCE
*GEAR REDUCERS

These five modules are part of a 60-module, 2-year course designed to develop student understanding of maintenance practices for gear reducers, hydraulic systems, lubrication systems, and mechanical drive systems. Some topics are: (1) hydraulic and pneumatic motors, (2) lubrication systems, (3) functions of lubricants, (4) pipe system maintenance, and (5) maintenance of lubricating systems. Self-instructional branch programed training films for these are: (1) Maintenance Considerations in Converting Fluid Flow to Power, (2) Maintaining Pipe Supports, Clamps, Brackets, and Spray Headers, (3) The Mechanics of Lubrication, (4) Hand and Spray Oil Lubrication Systems, and (5) Understanding Grease Lubrication Systems. The 30 modules for "Mechanical Maintenance Practices 1" are available as VT 005 875-VT 005 880 and the 30 modules for "Mechanical Maintenance Practices 2" are available as VT 005 881-VT 005 886. A program outline is available as VT 006 007. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 881
Mechanical Maintenance Practices 2. Units 1-5.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
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*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES; MACHINE REPAIRMEN; *HYDRAULICS
GEAR REDUCERS

These five modules are part of a 60-module, 2-year course designed to develop student understanding of maintenance practices for gear reducers, hydraulic systems, lubrication systems, and mechanical drive systems. This material was developed by industrial training and subject-matter specialists and tested in industrial training situations. The modules consist of an instructor's guide, transparencies, a list of suggested supplementary materials, trainee text material, and self-paced individual instruction using an Electronic Tutor. Reproductions of the training film with program branching information are included so that they may be developed in printed material form use without the Electronic Tutor. The 30 modules for "Mechanical Maintenance Practices 1" are available as VT 005 785-VT 005 880, and the 30 modules for "Mechanical Maintenance Practices 2" are available as VT 005 881-VT 005 886. A program outline is available as VT 006 007. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 882
Mechanical Maintenance Practices 2. Units 6-10.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115
($1.75 per week rental).
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*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES; *MACHINE REPAIRMEN; *HYDRAULICS
GEAR REDUCERS

These five modules are part of a 60-module, 2-year course designed to develop student understanding of maintenance practices for gear reducers, hydraulic systems, lubrication systems, and mechanical drive systems. Some topics are: (1) Developing A Basic Hydraulic System, (2) Maintaining Solid and Flexible Coupling, (3) Understanding Hydraulic Circuit Diagrams, (4) Maintaining Friction Brakes and Clutches, and (5) Handling Fluid Requirements Through Proper Design. Self-instructional branch programed training films for these are (1) Basic Hydraulics, (2) Maintaining Drive Couplings, (3) Understanding Hydraulic System Components and Diagrams, (4) Understanding Friction Brakes and Clutches, and (5) Understanding Fluid Reservoirs. The 30 modules for "Mechanical Maintenance Practices 1" are available as VT 005 875-VT 005 880, and the 30 modules for "Mechanical Maintenance Practices 2" are available as VT 005 881-VT 005 886. A program outline is available as VT 006 007. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 883
Mechanical Maintenance Practices 2. Units 11-15.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115
($1.75 per week rental).
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*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES; *MACHINE REPAIRMEN; *HYDRAULICS
DRIVE SYSTEMS

These five modules are part of a 60-module, 2-year course designed to develop student understanding of maintenance practices for gear reducers, hydraulic systems, lubrication systems, and mechanical drive systems. Some topics are (1) Functions and Maintenance of Spindles, (2) Maintaining Hydraulic Pumps, (3) Understanding Belt Drives, (4) Understanding Hydraulic Pumps, and (5) Maintaining Belt Drives. Self-instructional branch programed training films for these are: (1) Understanding Spindle Design and Maintenance, (2) Understanding Pumps and Their Relation to Hydraulic Systems, (3) Understanding Belt Drives, (4) Understanding Basic Concepts in Relation to Hydraulic Pumps, and (5) Installing and Maintaining V-Belt Drives. The 30 modules for "Mechanical Maintenance Practices 1" are available as VT 005 875-VT 005 880, and the 30 modules for "Mechanical Maintenance Practices 2" are available as VT 005 881-VT 005 886. A program outline is available as VT 006 007. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 884
Mechanical Maintenance Practices 2. Units 16-20.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115
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*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; ADULT VOCATIONAL EDUCATION; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED MATERIALS; TRANSPARENCIES; *MACHINE REPAIRMEN; HYDRAULICS; *EQUIPMENT MAINTENANCE
*DRIVE SYSTEMS

These five modules are part of a 60-module, 2-year course designed to develop student understanding of maintenance practices for gear reducers, hydraulic systems, lubrication systems, and mechanical drive systems. Some topics are: (1) Functions of Relief Valves, (2) Chain Drives for Power Transmission, (3) Understanding Directional Control Valves, (4) Installing and Maintaining Chain Drives, and (5) Understanding the Construction of Directional Control Valves. Self-instructional branch programed training films for these are (1) Understanding Relief Valves in the Hydraulic System, (2) Getting Acquainted with Chain Drives for Power Transmission, (3) Understanding Directional Control Valves, (4) Understanding Roller Chain Drives, and (5) Understanding Directional Control Valve Construction. The 30 modules for "Mechanical Maintenance Practices 1" are available as VT 005 875-VT 005 880, and the 30 modules for "Mechanical Maintenance Practices 2" are available as VT 005 881-VT 005 886. A program outline is available as VT 006 007. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 885
Mechanical Maintenance Practices 2. Units 21-25.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115
($1.75 per week rental).
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*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES; HYDRAULICS; *MACHINE REPAIRMEN; *EQUIPMENT MAINTENANCE

These five modules are part of a 60-module, 2-year course designed to develop student understanding of maintenance practices for gear reducers, hydraulic systems, lubrication systems, and mechanical drive systems. Some topics are: (1) Understanding Static Fluid Seals, (2) Reading Fluid Power Symbols, (3) Understanding Dynamic Seals, (4) Hydraulic Cylinders and Rotary Actuators, and (5) Selecting Hydraulic Cylinders. Self-instructional branch programed training films for these are (1) Understanding Gasket and Packing Material

Part I and II, (2) Understanding Directional Control Valve Symbols, (3) Understanding Hydraulic Cylinders, and (4) Understanding Cylinder and Piston Construction. The 30 modules for "Mechanical Maintenance Practices 1" are available as VT 005 785-VT 005 880, and the 30 modules for "Mechanical Maintenance Practices 2" are available as VT 005 881-VT 005 886. A program outline is available as VT 006 007. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 886
Mechanical Maintenance Practices 2. Units 26-30.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115
($1.75 per week rental).
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*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES; *MACHINE REPAIRMEN; *HYDRAULICS

These five modules are the last part of a 60-module, 2-year course designed to develop understanding of maintenance practices for gear reducers, hydraulic systems, lubrication systems, and mechnical drive systems. Some topics are: (1) Hydraulic Cylinders in Power Circuits, (2) Pressure Control Valves, (3) Unloading Valves, (4) Flow Control Valves, and (5) Hydraulics and Pneumatic Accumulators. Self-instructional branch programed training films for these are (1) Understanding Cylinder Circuit Control, (2) Understanding the Functions of Pressure Control Valves, (3) Using Unloading Valves to Minimize Energy Loss, (4) Understanding Hydraulics Fluid Flow with System Flow Control Valves, and (5) Storing Liquids under Pressure with Accumulators. The 30 modules for "Mechanical Maintenance Practices 1" are available as VT 005 875-VT 005 880, and the 30 modules for "Mechanical Maintenance Practices 2" are available as VT 005 881-VT 005 886. A program outline is available as VT 006 007. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 956
Instrument Maintenance 1. Units 1-5.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115
($1.75 per week rental).
Pub Date - 243p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *EQUIPMENT MAINTENANCE; *INSTRUMENTATION TECHNICIANS; INSTRUMENTATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES

These five modules are part of a 36-module, 1-year course designed to develop student understanding of maintenance practices for electrical, temperature, electrochemical, and radiation test instruments. The modules consist of an instructor's guide, transparencies, a list of suggested supplementary materials, trainee text material, and self-instructional branch programed training films for self-paced individual instruction using an Electronic Tutor. Reproductions of the training films with program branching information are included so that they may be developed as printed material for use without the Electronic Tutor. The 36 modules for "Instrument Maintenance" are available as VT 005 956-VT 005 962. A program outline is available as VT 006 009. These five modules cover volt meters, ammeters, DC voltmeters, ohmmeters, and DC wattmeters and watthour meters. Training film titles are (1) Maintaining Magnets in Industry, (2) Basic Electrical Concepts, (3) Converting Alternating Current to Direct Current, (4) Ohm's Law and Basic Electrical Circuits, and (5) Power and Energy: Their Relationship to Circuits. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 957
Instrument Maintenance 1. Units 6-10.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115
($1.75 per week rental).
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*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *EQUIPMENT MAINTENANCE; *INSTRUMENTATION TECHNICIANS; INSTRUMENTATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES

These five modules are part of a 36-module, 1-year course designed to develop student understanding of maintenance practices for electrical, temperature, electrochemical, and radiation test instruments. Some topics in these modules are (1) fundamentals of moving-iron and repulsion-type instruments, (2) AC voltmeters and transformers, (3) electrodynamometer instruments, (4) DC motors, and (5) DC electric motor symbols. Self-instructional branch programed training films for these are (1) Alternating Current Fundamentals, (2) Transformer Principles, (3) Using Three Phase Power in Industry, (4) DC Motor Fundamentals, and (5) Learning to Read the Electrical Langugage. The 36 modules for "Instrument Maintenance" are available as VT 005 956-VT 005 962. A program outline is available as VT 006 009. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 958
Instrument Maintenance 1. Units 11-15.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio
44115 ($1.75 per week rental).
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*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *EQUIPMENT MAINTENANCE; *INSTRUMENTATION TECHNICIANS; INSTRUMENTATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES

These five modules are part of a 36-module, 1-year course designed to develop student understanding of maintenance practices for electrical, temperature, electrochemical, and radiation test instruments. Some topics in these modules are (1) Single Phase AC Motors, (2) Three Phase AC Motors, (3) Measuring with Graphic Recording Instruments, (4) Using Watthour Meters, (5) Inductance and Capitance in Circuits. Self-instructional branch programed training films for these are (1) Single Phase AC Motors, (2) Controlling AC Motors, (3) Measuring Electrical Quantities--A Maintenance Essential, (4) Generation, Transmission, and Distribution of Electricity, and (5) Using Vectors to Simplify AC Circuits. The 36 modules for "Instrument Maintenance" are available as VT 005 956-VT 005 962. A program outline is available as VT 006 009. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 959
Instrument Maintenance 1. Units 16-20.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
Pub Date - 194p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *EQUIPMENT MAINTENANCE; *INSTRUMENTATION TECHNICIANS; INSTRUMENTATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES

These five modules are part of a 36-module, 1-year course designed to develop student understanding of maintenance practices for electrical, temperature, electrochemical, and radiation test instruments. Some topics in these modules are (1) Parallel Resistance, Inductance, and Capacitance Circuits, (2) Totalizing and Demand Meters, (3) Pressure and Vacuum Gages, (4) Measuring Liquids, and (5) Flowmetering. Self-instructional branch programed training films for these are (1) Using Vectors to Analayze AC Parallel Circuits, (2) Demand Meters, (3) How Pressures, Volume, and Temperature Affect Each Other, (4) Measuring Tools Helpful to the Instrument Man, and (5) Principles of Power Hydraulics and Pumps Related to Flowmetering. The 36 modules for "Instrument Maintenance" are available as VT 005 956-VT 005 962. A program outline is available as VT 006 009. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 960
Instrument Maintenance 1. Units 21-25.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
Pub Date - 195p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *EQUIPMENT MAINTENANCE; *INSTRUMENTATION TECHNICIANS; INSTRUMENTATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; TRANSPARENCIES

These five modules are part of a 36-module, 1-year course designed to develop student understanding of maintenance practices for electrical, temperature, electrochemical, and radiation test instruments. Some topics in these modules are (1) Principles and Methods of Temperature Measurements, (2) Thermocouples and Millivolt-meter Pyrometers, (3) Electronic Recorders and Controllers, (4) Radiation and Optical Pyrometers, and (5) Speed Measurement Instruments. Self-instructional branch programed training films for these are (1) Temperature Scales and Filled Thermometers, (2) Thermocouples, Radiation and Optical Pyrometers, (3) Electronic Recorders and Controllers, and (4) Speed Control of DC Motors with the Magnetic Amplifier. The 36 modules for "Instrument Maintenance" are available as VT 005 956-VT 005 962. A program outline is available as VT 006 009. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 961
Instrument Maintenance 1. Units 26-30.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
The Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
Pub Date - 187p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *EQUIPMENT MAINTENANCE; *INSTRUMENTATION TECHNICIANS; INSTRUMENTATION; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; TRANSPARENCIES

These five modules are part of a 36-module, 1-year course designed to develop student understanding of maintenance practices for electrical, temperature, electrochemical, and radiation test instruments. Some topics in these modules are (1) Electrochemical Measurements, (2) Telemetering Systems, (3) Resistance Thermometers, (4) Vacuum and Gas Tubes, and (5) Semiconductors and Transistors. Self-instructional branch programed training films for these are (1) The pH System and pH Meters, (2) Telemetering Systems, (3) Resistance Thermometers, (4) Vacuum and Gas Tubes, and (5) Semiconductors and Transistors. The 36 modules for "Instrument Maintenance" are available as VT 005 956-VT 005 062. A program outline is available as VT 006 009. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 005 962
Instrument Maintenance 1. Units 31-36.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
Pub Date - 247p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *EQUIPMENT MAINTENANCE; *INSTRUMENTATION TECHNICIANS; ADULT VOCATIONAL EDUCATION; INSTRUMENTATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; TRANSPARENCIES

These last six modules are part of a 36-module, 1-year course designed to develop student understanding of maintenance practices for electrical, temperature, electrochemical, and radiation test instruments. Some topics in these modules are (1) Radiation Transducers, (2) Electrical Measuring and Control Gauges, (3) Inspection Transducers, (4) Ultrasonic Inspection Techniques, (5) Summary of Instrumentation, and (6) A Review of Electrical Laws. Self-instructional branch programed training films for these are (1) Radiation Transducers, (2) Electrical Gauges for Measuring and Control, (3) Quality Control and Inspection Transducers, (4) Ultrasonic Inspection, and (5) Reviewing Our Ability to Use the Laws of Electricity. The 36 modules for "Instrument Maintenance" are available as VT 005 956-VT 005 962. A program outline is available as VT 006 009. This instructional system and the electronic tutor may be rented or purchased. (EM)

VT 006 007
Mechanical Maintenance Practices. Program Outline.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115.
Pub Date - 22p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MACHINE REPAIRMEN; *EQUIPMENT MAINTENANCE; KINETICS; HYDRAULICS; ADULT VOCATIONAL EDUCATION; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED INSTRUCTION; TRANSPARENCIES

Informational topics covered in the text materials and self-instructional branch programmed training films for a 2-year, 60-module program in mechanical maintenance are given. The 30 modules for "Mechanical Maintenance Practices 1" are available as VT 005 875-VT 005 880 and the 30 modules for "Mechanical Maintenance Practices 2" are available as VT 005 881-VT 005 886. (HC)

VT 006 009
Instrument Maintenance. Program Outline.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115.
Pub Date - 13p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; TRANSPARENCIES; *INSTRUMENTATION; *EQUIPMENT MAINTENANCE; *INSTRUMENTATION TECHNICIANS

Informational topics covered in the text materials and self-instructional branch programed training films for a 1-year, 36-module program in electrical, temperature, electrochemical, and radiation test instrument maintenance are given. The 36 modules for "Instrument Maintenance" are available as VT 005 956-VT 005 962. (EM)

VT 006 029
Electrical Maintenance Practices Program Outline.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115.
Pub Date - 67 30p.

*ELECTRICIANS; *CURRICULUM GUIDES; *ELECTRICAL SYSTEMS; *TRADE AND INDUSTRIAL EDUCATION; *EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; TRANSPARENCIES

Informational topics covered in the text materials and self-instructional branch programed training films for a 3-year, 90-module program in electrical maintenance are given. The 30 modules for Electrical Maintenance Practices 1 are available as VT 006 030-VT 006 035, for Electrical Maintenance Practices 2 are available as VT 006 036-VT 006 041, and for Electrical Maintenance Practices 3 are available as VT 006 042-VT 006 047. (EM)

VT 006 030
Electrical Maintenance Practices 1. Units 1-5.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115
($1.75 per week rental per module).
Pub Date - 66 239p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; ELECTRICAL SYSTEMS; ADULT VOCATIONAL EDUCATION; *EQUIPMENT MAINTENANCE; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; TRANSPARENCIES; INSTRUCTIONAL FILMS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational education courses for electrical maintenance men. This material was developed by industrial training and subject matter specialists and was tested in industrial training situations. The modules consist of an instructor's guide, transparencies, a list of suggested supplementary materials, trainee text material, and self-instructional branch programed training films for self-paced individual instruction using an Electronic Tutor. Reproductions of the training films with program branching information are included so that they may be developed as printed material for use without the Electronic Tutor. The 90 modules of Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. These five modules cover (1) the role of the maintenance man, (2) basic electrical concepts, (3) converting heat to electricity by magnetism, (4) resistance and resistors, and (5) Ohm's and Kerchhoff's Laws. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 031
Electrical Maintenance Practices 1. Units 6-10.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115
($1.75 per week rental per module).
Pub Date - 65 226p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIAN; *EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; ELECTRICAL SYSTEMS; TRANSPARENCIES; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance men. Some topics in these modules are (1) generation, transmission, and distribution of electricity, (2) grounding equipment, (3) motors for materials handling, (4) direct current motors, and (5) variable voltage DC motors and generators. Self-instructional branch programed training films for these are (1) Generation, Transmission, and Distribution of Electricity, (2) Using Electricity Safely and Efficiently, (3) Choosing Power to Supply

Motors Used for Lifting and Handling Materials, (4) DC Motors in Modern Industry, and (5) Variable Voltage DC Motors and Generators. The 90 modules for Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 032
Electrical Maintenance Practices 1. Units 11-15.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental per module).
Pub Date - 66 217p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; ELECTRICAL SYSTEMS; *EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance men. Some topics in these modules are: (1) rotating and magnetic DC regulators, (2) alternating current and rotating fields, (3) single phase AC motors, (4) resistance and inductance, and (5) capacitance. Self-instructional branch programed training films for these are: (1) Rotating and Magnetic DC Regulators, (2) Introducing Alternating Current and Rotating Fields, (3) Single Phase AC Motors, (4) Resistance and Inductance as Circuit Elements, and (5) Capacitance in AC and DC Circuits. The 90 modules for Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 033
Electrical Maintenance Practices 1. Units 16-20.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental per module).
Pub Date - 66 222p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; ELECTRICAL SYSTEMS; ADULT VOCATIONAL EDUCATION; *EQUIPMENT MAINTENANCE; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance men. Some topics in these modules are: (1) AC series circuits, (2) AC parallel circuits, (3) electrical symbols and diagrams, (4) electrical measurement instruments, and (5) single phase transformers. Self-instructional branch programed training films for these are: (1) Series AC Circuit Fundamentals, (2) Parallel AC Circuit Fundamentals, (3) Learning to Read the Electrical Language, (4) Measuring Electrical Quantities--A Maintenance Essential, and (5) Reducing the Voltage for Distribution with Single Phase Transformers. The 90 modules for Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 034
Electrical Maintenance Practices 1. Units 21-25.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental per module).
Pub Date - 240p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *EQUIPMENT MAINTENANCE; ELECTRICAL SYSTEMS; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED INSTRUCTION; PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance men. Some topics in these modules are: (1) single phase transformers, (2) three phase circuits, (3) DC motor controls, (4) squirrel cage induction motors, and (5) wound rotor induction motors. Self-instructional branch programed training films for these are: (1) Transformer Principles, (2) Using Three Phase Power in Industry, (3) Understanding DC Motor Controls, (4) The Squirrel Cage Motor--Industrial Workhorse, and (5) The Wound Rotor Induction Motor. The 90 modules for Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 045. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 035
Electrical Maintenance Practices 1. Units 26-30.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental per module).
Pub Date - 221p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; ELECTRICAL SYSTEMS; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance men. Some topics in these modules are: (1) synchronous motors, (2) basic motor controls, (3) motor and control maintenance, (4) vacuum tubes, and (5) tetrodes, pentrodes, and gas tubes. Self-instructional branch programed training films for these are: (1) Power Factor, (2) Motor Protection, (3) Safety and Electrical Maintenance, (4) Vacuum Tubes, and (5) Triodes, Tetrodes, and Pentrodes. The 90 modules for Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 036
Electrical Maintenance Practices 2. Units 1-5.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental per module).
Pub Date - 218p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; ELECTRICAL SYSTEMS; PROGRAMED MATERIALS; TRANSPARENCIES; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational education courses for electrical maintenance men. This material was developed by industrial training and subject-matter specialists and was tested in industrial training situations. The modules consist of an instructor's guide, transparencies, a list of suggested supplementary materials, trainee text material, and self-instructional branch programed training films for self-paced individual instruction using an Electronic Tutor. Reproductions of the training films with program branching information are included so that they may be developed as printed material for use without the Electronic Tutor. The 90 modules of Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. These five modules cover (1) control of DC motors, (2) synchronous and induction motor drives, (3) schematic diagrams of industrial control, (4) regulating variable voltage systems, and (5) Rototrol applications. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 037
Electrical Maintenance Practices 2. Units 6-10.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental per module).
Pub Date - 225p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; ELECTRICAL SYSTEMS; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance men. Some topics in these modules are: (1) variable voltage DC control, (2) variable speed drives, (3) static rectifiers, (4) metallic and semiconductor rectifiers, and (5) the saturable reactor control and amplifier. Self-instructional branch programed training films for these are: (1) Electromagnetic Induction, (2) Generators, (3) DC Meter Theory, (4) AC Meters, and (5) Concepts of Alternating Current. The 90 modules for Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 038
Electrical Maintenance Practices 2. Units 11-15.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental per module).
Pub Date - 278p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; ELECTRICAL SYSTEMS; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance men. Some topics in these modules are: (1) magnetic amplifiers, (2) self-synchronizing induction motors, (3) basic electrical meters, (4) measurement of current, voltage, and power, and (5) voltmeters and oscilloscopes. Self-instructional branch programed training films for these are: (1) Inductance, (2) Capacitance, (3) Transformers, (4) Power in AC Circuits, and (5) Electron Emission and Diodes. The 90 modules for Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 039
Electrical Maintenance Practices 2. Units 16-20.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental per module).
Pub Date - 223p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; ELECTRICAL SYSTEMS; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; ELECTRONIC CONTROLS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance men. Some topics of these modules are: (1) electronic controls, (2) tube type rectifiers, (3) voltage multiplier, (4) electronic filters, and (5) electronic voltage regulators. Self-instructional branch programed training films for these are: (1) Triodes, (2) Multiple Grid Vacuum Tubes, (3) Amplifiers, (4) Using the Oscilloscope, and (5) Trouble Shooting Power Supplies. The 90 modules for Electrical Maintenance 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 040
Electrical Maintenance Practices 2. Units 21-25.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental per module).
Pub Date - 243p.

*STUDY GUIDES; *TEACHING GUIDES; TRANSPARENCIES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; ELECTRICAL SYSTEMS; *ELECTRICAL MAINTENANCE; ADULT VOCATIONAL EDUCATION; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance men. Some topics in these modules are: (1) diodes and triodes, (2) mercury pool tubes, (3) photoelectric cells, (4) basic control systems and terminology, and (5) the self-balancing potentiometer. Self-instructional branch programed training films for these are: (1) Filters, (2) Thyratrons, Ignitions, and Related Tubes, (3) Photoelectric Relay Systems, (4) Control Terminology and Methods of Automatic Control, and (5) Using a Tube Manual. The 90 modules for Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 041
Electrical Maintenance Practices 2. Units 26-30.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental per module).
Pub Date - 214p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; ELECTRICAL SYSTEMS; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; TRANSISTORS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance men. Some topics in these modules are: (1) transistors, (2) semiconductors, (3) junction diodes, (4) basic transistor circuits, and (5) transistor characteristics. Self-instructional branch programed training films for these are: (1) Introduction to Transistors, (2) Introducing the Atom, (3) Semiconductors and Junction Diodes, (4) Transistor Fundamentals--Basic Circuits, and (5) Transistor Biasing and Stabilization Techniques. The 90 modules for Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 042
Electrical Maintenance Practices 3. Units 1-5.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
Pub Date - 237p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; ELECTRICAL SYSTEMS; ELECTRIC MOTORS; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational education courses for electrical maintenance. This material was developed by industrial training and subject matter specialists and was tested in industrial training situations. The modules consist of an instructor's guide, transparencies, a list of suggested supplementary materials, trainee text material, and self-instructional branch programed training films for self-paced individual instruction using an Electronic Tutor. Reproduction of the training films with program branching information are included so that they may be developed as printed material for use without the Electronic Tutor. The 90 modules of Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. These five modules cover (1) DC circuits, (2) AC circuits, (3) DC motors, (4) DC motor control, and (5) AC motor control. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 043
Electrical Maintenance Practice 3. Units 6-10.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
Pub Date - 224p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; ELECTRICAL SYSTEMS; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; ELECTRONIC CONTROLS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance. Some topics in these modules are: (1) vacuum tubes, (2) DC motor controls and regulators, (3) electron tubes, (4) saturable reactors, and (5) magnetic amplifiers. Self-instructional branch programed training films for these are: (1) Vacuum Tube Operations, (2) Tube Type DC Motor Controls, (3) Semiconductors in Modern Industry, (4) Saturable Reactors, and (5) Magnetic Amplifiers. The 90 modules for Electrical Maintenance Practice 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 044
Electrical Maintenance Practices 3. Units 11-15.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
Pub Date - 212p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; ELECTRICAL SYSTEMS; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS
TRANSDUCERS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance men. Some topics in these modules are: (1) magnetic preamplifiers, (2) DC motor speed control, (3) sensors and transducers, (4) mechanical transducers, and (5) electrical transducers. Self-instructional branch programed training films for these are: (1) Magnetic Amplifier Operation, (2) Ultraflex-M Magnetic Amplifier Drive, (3) Basic Principles of Closed Loop Systems, (4) Understanding Mechanical Transducers, and (5) Electrical Transducers--Key to Automation. The 90 modules for Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 045
Electrical Maintenance Practices 3. Units 16-20.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
Pub Date - 220p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; ELECTRICAL SYSTEMS; ADULT VOCATIONAL EDUCATION; *EQUIPMENT MAINTENANCE; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; TRANSISTORS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance men. Some topics in these modules are: (1) transducers, (2) semiconductors, (3) semiconductor diodes, and (4) transistors. Self-instructional branch programed training films for these are: (1) Practical Applications of Transducers, (2) Semiconductors and Solid State Electronics, (3) Semiconductor Diodes and Their Many Uses, (4) Semiconductor Diode Applications, and (5) The Transistor--Modern Electronic Miracle. The 90 modules for Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 046
Electrical Maintenance Practices 3. Units 21-25.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental per module).
Pub Date - 228p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *EQUIPMENT MAINTENANCE; ADULT VOCATIONAL EDUCATION; ELECTRICAL SYSTEMS; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS; TRANSISTORS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance men. Some topics in these modules are (1) transistors, (2) basic transistor amplifiers, (3) semiconductors and tubes, (4) diode and transistor switches, and (5) uses of semiconductors. Self-instructional branch programed training films for these are: (1) Silicon vs. Germanium Transistors, (2) Understanding Transistor Amplifiers, (3) Semiconductors vs. Tubes as Signal Amplifiers and Power Converters, (4) Diode and Transistor Switching, and (5) Special Semiconductor Applications in Industry. The 90 modules for Electrical Maintenance Practices 1, 2, and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 047
Electrical Maintenance Practices 3. Units 26-30.

Human Engineering Inst., Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Human Engineering Institute, Headquarters and Development Center, 2341 Carnegie Avenue, Cleveland, Ohio 44115 ($1.75 per week rental).
Pub Date - 224p.

*STUDY GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *EQUIPMENT MAINTENANCE; ELECTRICAL SYSTEMS; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES; PROGRAMED MATERIALS; PROGRAMED INSTRUCTION; INDIVIDUAL INSTRUCTION; INSTRUCTIONAL FILMS
SILICON CONTROLLED RECTIFIERS

These five modules are part of a 1-year, 30-module course designed to develop student understanding of industrial, electrical maintenance practices in adult vocational courses for electrical maintenance men. Some topics in these modules are: (1) semiconductor maintenance, (2) thyristors, and (3) silicon controlled rectifiers. Self-instructional branch programed training films for these are: (1) Variable Speed Drive Revolution Using SCRs, (2) Semiconductors and Transistors, (3) Understanding the Silicon Controlled Rectifier, (4) SCRs in Industrial Control, and (5) SCR Motor Control and Circuit Protection. The 90 modules for Electrical Maintenance Practices 1, 2 and 3 are available as VT 006 030-VT 006 047. A program outline is available as VT 006 029. This instructional system and the Electronic Tutor may be rented or purchased. (EM)

VT 006 169
Course Outlines, Division of Engineering Technologies.

Gaston Coll., North Carolina. Div. of Engineering Technologies
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jan68 139p.

*CURRICULUM GUIDES; TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM; *PROGRAM GUIDES; *ENGINEERING TECHNICIANS; PRODUCTION TECHNICIANS; TECHNICAL EDUCATION; JUNIOR COLLEGES; RESOURCE MATERIALS
ENGINEERING TECHNOLOGY

This series of course outlines encompasses the offerings in engineering technology and was developed by the faculty of that division for its own use. The 88 outlines are grouped under Basic Studies, Civil Engineering Technology, Electrical and Electronics Engineering Technology, Industrial Engineering Technology, and Mechanical and Production Engineering Technology. Each outline provides a brief course description, course textbooks, references, and time allotments for each lecture topic and laboratory activity. Teachers in these programs should have a science or engineering background and the students should be high school graduates with two units of algebra. Each course is designed for one 11-week quarter with a student contact hour range of 33 to 88 hours. (EM)

VT 006 233
Cosmetology, Central High School, Grades 11 and 12. Curriculum Bulletin Number 268.

Cincinnati Public Schools, Ohio
MF AVAILABLE IN VT-ERIC SET.
Cincinnati Public Schools, 230 East Ninth Street, Cincinnati, Ohio 45202 ($2.50).
Pub Date - 63 104p.

*CURRICULUM GUIDES; TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *COSMETOLOGY; *COSMETOLOGISTS; OCCUPATIONAL INFORMATION; GRADE 11; GRADE 12; PHOTOGRAPHS; BIBLIOGRAPHIES; INSTRUCTIONAL AIDS

Guidelines for teacher use in developing lesson plans for a 2-year junior and senior level cosmetology course are presented. The curriculum material was developed by local teachers and supervisors and tested in classrooms for one year before publication. The instructional units are: (1) Orientation, (2) Bacteriology, Sterilization and Sanitation, (3) Care and Treatment of Hair, Skin, and Nails, (4) The Science of Cosmetology, and (5) The Management of a Beauty Salon. Each unit contains: (1) objectives, (2) content, (3) vocabulary, (4) suggested teacher-pupil activities, (5) pupil evaluation suggestions, (6) a list of audio-visual material, (7) a bibliography, and (8) a suggested time allotment. Photographs illustrate the content. The appendix contains a summary of the Ohio Cosmetology Rules and Regulations, a sample class progress chart, and a pupil operation sheet. (FP)

VT 006 292 ED 025 613
Richardson, Harry D.
Industrial Radiography Instructor's Guide.

Office of Education (DHEW), Washington, D.C. Div. of Vocational and Technical Education
Atomic Energy Commission, Washington, D.C. Div. of Nuclear Education and Training
EDRS PRICE MF-$0.50 HC NOT AVAILABLE FROM EDRS.
OE-84034
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS5.284:84034, $.40).
Pub Date - Mar68 62p.

*CURRICULUM GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; RADIATION; *RADIOGRAPHERS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT
*NONDESTRUCTIVE TESTING; INDUSTRIAL RADIOGRAPHY

The curriculum guide was developed for teacher use in an 80-hour course for industrial radiographers. The units include: (1) The Structure of Matter and Radiation, (2) Nuclear Reactions and Radioisotopes, (3) The Nature and Consequences of Radiation Exposure, (4) Radiation Attenuation, (5) Absorption of Radiation, (6) Radiation Detection and Measurement, (7) The Effect of Radiation on the Organs and Tissues of the Body, (8) Introduction to Radiography, (9) Elements of Radiography, (10) Radiographic Film, (11) Radiography Techniques, (12) Interpretation of Radiographs, and (13) Government Licensing, Health, and Transportation Regulations for Radiography. Each unit gives objectives, apparatus or aids required, content outline, and assignments in a study guide available as ED 020 902 and in a text available as VT 006 293 (ED 025 614). (EM)

VT 006 293 ED 025 614
Richardson, Harry D.
Industrial Radiography Manual.

Office of Education (DHEW), Washington, D.C. Div. of Vocational and Technical Education
Atomic Energy Commission, Washington, D.C. Div. of Nuclear Education and Training
EDRS PRICE MF-$0.75 HC NOT AVAILABLE FROM EDRS.
OE-84036
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS5.284:84036, $1.25).
Pub Date - Mar68 179p.

*TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *RADIOGRAPHERS; RADIATION; *ADULT VOCATIONAL EDUCATION
*NONDESTRUCTIVE TESTING; INDUSTRIAL RADIOGRAPHY

This text was developed for use by students in an 80-hour course for industrial radiographers. Chapter headings are: (1) The Structure of Matter, (2) Radiation and Radiation Machines, (3) Nuclear Reactions and Radioisotopes, (4) Interaction of Radiation with Matter, (5) Radiation Detection and Measurement, (6) The Nature and Consequences of Radiation Exposure, (7) The Effect of Radiation on the Organs and Tissues of the Body, (8) Introduction to Radiography, (9) Elements of Industrial Radiography, (10) Radiographic Films, (11) Radiography Techniques, (12) Interpretation of Radiographs, and (13) Government Licensing, Health, and Transportation Regulations for Isotope Radiography. A study guide (ED 020 902) and instructor's guide VT 006 292 (ED 025 613) are also available; each has the same topical arrangement as this text. (EM)

VT 006 316 ED 027 377
A Manual of Instruction for Log Scaling and the Measurement of Timber Products.

Idaho State Board for Vocational Education, Boise. Div. of Trade and Industrial Education
EDRS PRICE MF-$0.50 HC-$6.25
Vo-Ed-No-38
Pub Date - 123p.

*MANUALS; *FORESTRY; *TRADE AND INDUSTRIAL EDUCATION; *VOCATIONAL AGRICULTURE; NATURAL RESOURCES; TREES; LUMBER INDUSTRY; TEXTBOOKS; *FORESTRY OCCUPATIONS

This manual was developed by a state advisory committee in Idaho to improve and standardize log scaling and provide a reference in training men for the job of log scaling in timber measurement. The content includes: (1) an introduction containing the scope of the manual, a definition and history of scaling, the reasons for scaling, and the responsibilities and qualifications of the scaler, (2) safe practices in log scaling, (3) principles of log scaling containing units of measure, theory and use of the log rule, scaling equipment, log measurements, merchant ability, numbering and lettering of logs, over-run and under-run, records and reports, non-utilization scaling, and check scaling, (4) identification of tree species, (5) log defects and determination of deductions, (6) scaling from the stump, (7) measurement of post, mining timber, poles, pulp, and log decks, and (8) log grading. There are thirteen tables and 112 illustrations some in color, supplementing the printed text. (DM)

VT 006 395
Handbook for Trade Extension Teachers.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Services
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.40).
Pub Date - 37p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; EXTENSION EDUCATION; ILLUSTRATIONS; *INSERVICE TEACHER EDUCATION

This handbook was prepared by trade and industrial education teacher educators as a guide for conducting a 4-hour training program for trade extension teachers. Line drawing cartoon figures are used to stress instructional points outlined within the topics of Class Organization and Management, Teaching Aids, Teaching Methods, and The Four-Step Teaching Method. Illustrations are given for such instructional materials as the progress record, lesson plan, and assignment sheet. Teacher educators should furnish each participant in a teacher training session with a copy of the handbook which is designed to stimulate the trade extension teacher to seek further information which will be helpful to him as a vocational education instructor. (HC)

VT 006 481
Hudiburg, Everett; Shreve, John F.
Fire Service Practices for Volunteer Fire Departments.

Oklahoma State Univ., Stillwater. Dept. of Fire Protection
International Fire Service Training Association, Stillwater, Okla.
DOCUMENT NOT AVAILABLE FROM EDRS.
The Fire Protection Department, Oklahoma State University, Stillwater, Oklahoma 74074.
Pub Date - 65 144p.

*TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *FIRE FIGHTERS; JOB SKILLS; *ADULT VOCATIONAL EDUCATION; *FIRE SCIENCE EDUCATION; FIRE PROTECTION; RESCUE; VENTILATION; INSPECTION; RECORDS (FORMS)

This manual presents training practices for use by volunteer firemen. Emphasis is on practices commonly utilized for small fire departments. This 4th edition was compiled by the authors and validated by The International Fire Service Training Association. Major sections are: (1) Introduction to the Volunteer Fire Department, (2) Forcible Entry Practices, (3) Fire Service Rope Practices, (4) Portable Extinguisher Practices, (5) Ladder Practices, (6) Fire Hose Practices, (7) Salvage and Overhaul Practices, (8) Fire Stream Practices, (9) Fire Apparatus Practices, (10) Ventilation Practices, (11) Rescue Practices, (12) Inspection Practices, and (13) Fire Department Records. Each section is illustrated with line drawings and photographs. (EM)

VT 006 508
Hamm, Robert F.
Leadership in the Fire Service. A Series of Lectures.

Oklahoma State Univ., Stillwater. Dept. of Fire Protection
International Fire Service Training Association, Stillwater, Okla.
DOCUMENT NOT AVAILABLE FROM EDRS.
The Fire Protection Department, Okalhoma State University, Stillwater, Oklahoma 74074.
Pub Date - 67 161p.

*TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *FIRE FIGHTERS; *LEADERSHIP DEVELOPMENT; ADULT VOCATIONAL EDUCATION; *FIRE SCIENCE EDUCATION; LECTURE; SPEECHES; HUMAN RELATIONS

This series of 16 lectures is for teacher or student use in leadership development courses in local fire departments. Lecture titles are: (1) It's Not Easy--And It's Up to You, (2) The Successful Leader Today, (3) Men Are Not Machines, (4) The Art of Getting Along with Others, (5) What the Firefighter Expects of His Officer, (6) Officers in the Fire Service, (7) Officers Must Gain Confidence of Men, (8) Supervision in the Fire Service, (9) Evaluation--Duty of Fire Service Officers, (10) Problem Solving, (11) The Job of Delegating, (12) The Fire Officer as a Teacher, (13) Drilling for Retention and Recall, (14) The Development of Leadership, (15) A Look into the Past May Reveal the Future, and (16) Self-Analysis for Officers. (EM)

VT 006 735
Technical Training Manual. Volume I, Automotive Electrical Systems.

Automotive Electric Association, Detroit, Mich.
DOCUMENT NOT AVAILABLE FROM EDRS.
Automotive Electric Association, 16223 Meyers Road, Detroit, Michigan 48235 ($1.70).
Pub Date - 68 105p.

*TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *ELECTRICAL SYSTEMS

This textbook is for student use by persons in automotive courses. It was developed by a manufacturers' technical staff committee. Chapter headings are: (1) Fundamentals of Electricity, (2) Magnetism, (3) Electrical Measuring Instruments, (4) The Automotive Storage Battery, (5) The Battery Ignition System, (6) The Cranking Motor, (7) The Generator, and (8) The Generator Regulator. Illustrations are photographs and line drawings. Supplementary materials include a quiz for each chapter. VT 006 736 is related and covers automotive fuel systems. (EM)

VT 006 736
Technical Training Manual. Volume 2, Automotive Fuel Systems.

Automotive Electric Association, Detroit, Mich.
DOCUMENT NOT AVAILABLE FROM EDRS.
Automotive Electric Association, 16223 Meyers Road, Detroit, Michigan 48235 ($1.45).
Pub Date - 67 55p.

*TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION)
*FUEL SYSTEMS

This textbook is for student use in auto mechanics courses. It was developed by a manufacturers' technical staff committee. Chapter headings are: (1) Gasoline Fuel Systems, (2) Principles of Engine Operation, (3) Fuel and Combustion, (4) The Fuel Pump, (5) The Carburetor, (6) The Air Cleaner, and (7) Governors. Illustrations are photographs and line drawings, Supplementary materials include a quiz for each chapter. VT 006 735 is related and covers automotive electrical systems. (EM)

VT 007 289
McDonough, Frances S.
Guide for Course of Study for Auto Body Repairman (Entry).

Tennessee State Board for Vocational Education, Nashville. Manpower Development Training Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130 ($1.50).
Pub Date - 68 61p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO BODY REPAIRMEN; ADULT VOCATIONAL EDUCATION; GLOSSARIES
MDTA PROGRAMS; *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS

This curriculum guide is for teacher use in planning preparatory vocational courses for auto body repairmen. It was written by an individual with assistance from vocational instructors and tested locally. Emphasis of the contents is on disassembly, assembly, repair, trouble shooting, and estimating. Major units are (1) Introduction to Equipment and Supplies, (2) Fundamentals of Body Work, (3) Alignment, (4) Refinishing Processes, and (5) Related Instruction. This Manpower Development and Training Act course was designed for 1,440 hours of instruction, incuding 360 hours of basic remedial education. The students should be adults and the teachers craftsmen. Supplementary materials include a text and reference list and a glossary. (EM)

VT 007 507
Automotive Service Station Attendant (Driveway Salesman). A Suggested Training Guide.

Ohio State Univ., Columbus
Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET. OE-87026
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402 (FS 5.287:87026, $0.30).
Pub Date - Sep68 24p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SERVICE STATION ATTENDANTS; *ADULT VOCATIONAL EDUCATION

This curriculum guide is for teacher and administrator use in course development for programs to train automobile service station attendants. It was written in the trade and industrial education Instructional Materials Laboratory of the Ohio State University. Major units are: (1) Occupational Orientation, (2) Appearance, Housekeeping, and Safety, (3) Selection, Use, and Maintenance of Tools and Equipment, (4) Business Procedures, (5) Service Training, and (6) Salesmanship. Each unit gives objectives, unit outline, and supplemental teaching aids. Students should be high school graduates or otherwise qualified by maturity and interest and teachers should be qualified for a state vocational teaching certificate. Supplementary materials include a text, bibliography, and a tool and equipment list. (EM)

VT 007 548
McDonough, Frances S.
Guide for Course of Study for Electrical Appliance Serviceman (Entry).

Tennessee State Board for Vocational Education, Nashville. Manpower Development Training Section
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130 ($1.50).
Pub Date - 68 81p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICAL APPLIANCE SERVICEMEN; ADULT VOCATIONAL EDUCATION
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA

This curriculum guide is for teacher use in planning preparatory courses for electrical appliance servicemen. It was written by an individual with assistance from vocational instructors. Emphasis of the course is on diagnosis, repair, and replacement as well as on other service aspects. Major units cover (1) Introduction to Equipment and Shop Techniques, (2) Fundamentals of Electricity, (3) Motors and Motor-Driven Appliances, (4) Heat Resistant Appliances, (5) Refrigeration and Air Conditioning, (6) Refinishing of Appliances, and (7) Related Instruction. This Manpower Development and Training Act course was designed for 1,440 hours of instruction including 360 hours of basic remedial education. The students should be adults and a sixth grade education is desired but not required. Supplementary materials include a reference list and a glossary. (EM)

VT 007 583
Gas Metal-Arc Welding (MIG). Welding School Workbook.

Hobart Welding School, Troy, Ohio
MF AVAILABLE IN VT-ERIC SET.
Hobart Brothers Company, Hobart Square, Troy, Ohio 45373 ($1.50).
Pub Date - 68 39p.

*RESOURCE MATERIALS; *WELDING; *WELDERS; *TRADE AND INDUSTRIAL EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; ADULT VOCATIONAL EDUCATION

Developed by a group of teachers, supervisors, technicians, and engineers, this student reference is for use as a practice guide in the welding both for those desiring to become beginning welders. The objective of the course is to enable welders experienced in the use of manual-covered electrodes to become skilled in the use of gas metal-arc semiautomatic welding processes, using solid and cored wires on steel and nonferrous metals. The content includes sections on: (1) Semi-Automatic Welding, (2) Gas Metal-Arc Welding; Small Wire (Micro-Wire), (3) Gas Metal-Arc Welding; Large Wire CO2 Welding, (4) Gas Metal-Arc: Inert Gas Shielding (MIG), (5) Gas Metal-Arc Welding Using Flux Cored Wire (FABCO), and (6) Open Arc Welding Using "Self-Shielding" Electrode Wire. A 5-day course schedule is included to cover a 40-hour instruction period. Each lesson contains an objective, materials required, equipment required, pre-weld procedure, references, welding procedure, and things to remember. The document is illustrated with line drawings and photographs. A micro-wire welding and FABCO welding manual is desirable for use with this course. (DM)

VT 007 656
Hints for the Pressman; A Summary of Suggestions and Advice on Printing. Original Heidelberg Automatic Platens.

Heidelberg Eastern, Inc., Glendale, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Heidelberg Sales and Service, 73-45 Woodhaven Boulevard, Glendale, New York 11227 ($1.20).
Pub Date - 119p.

RESOURCE MATERIALS; *MANUALS; *TRADE AND INDUSTRIAL EDUCATION; *PRINTING; EQUIPMENT UTILIZATION
*HEIDELBERG AUTOMATIC PLATEN PRESS

This booklet was developed by the manufacturer for use by platen printers. It provides factual and descriptive information on the operation of Heidelberg automatic platen presses under diverse conditions. Some of the topics are (1) printing half-tones, (2) printing multicolor jobs, (3) overcoming slur, (4) printing thin stock, (5) the form positioning device, (6) numbering, (7) die-cutting, (8) embossing, (9) make-ready systems, and (10) preventing static electricity. It is illustrated with photographs and line drawings and includes an index. Its size is 4½" by 7". VT 007 657 is a similar document for cylinder presses. (EM)

VT 007 657
Hints for the Pressman; A Summary of Printing Hints for Pressmen Operating Original Heidelberg Cylinders.

Heidelberg Eastern Inc., Glendale, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Heidelberg Sales and Service, 73-45 Woodhaven Boulevard, Glendale, New York 11227 ($1.20).
Pub Date - 67 130p.

*REFERENCE BOOKS; SUPPLEMENTARY TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *PRINTERS; EQUIPMENT UTILIZATION;
*HEIDELBERG CYLINDER PRESS OPERATORS

This manual was developed by the manufacturer for use by Heidelberg cylinder press operators. It provides factual and descriptive information relative to typical problems found in the operation of these printing presses. Some of the topics are: (1) cylinder packing, (2) printing single-color half tones, (3) multi-color printing, (4) printing of solids, mixed forms, typematter, and rule forms, (5) printing on thin stock or cardboard, (6) numbering, (7) carbon inking and ink fountain, (8) embossing, cutting, creasing, and perforating, (9) treatment of rollers, and (10) make-ready systems. Illustrations in this 4½"x7" manual are photographs and drawings. VT 007 656 is a similar manual on automatic platen presses. (EM)

VT 007 910 ED 027 422
White, Richardson, Jr.; Stein, John H.
New Careers: The Patrolman Aide. Trainer's Manual.

University Research Corp., Washington, D.C. Information Clearinghouse on New Careers
Manpower Administration (DOL), Washington, D.C. Bureau of Work-Training Programs
EDRS PRICE MF-$1.25 HC-$13.60
Pub Date - Sep68 270p.

*LAW ENFORCEMENT; *POLICE; *SUBPROFESSIONALS; PROGRAM DEVELOPMENT; COURSE CONTENT; *PROGRAM GUIDES; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES; *TEACHING GUIDES
*NEW CAREERS PROGRAMS; PATROLMAN AIDE

Designed to assist in developing a training program to equip unemployed and underemployed persons with the skills needed for helping patrolmen to provide community service, the manual discusses several aspects of implementing the training program in the first four chapters: "New Careers and Law Enforcement," "Relevance of New Careers to Law Enforcement," "Problems in Implementation," and "Guidelines for Patrolman Aide Training." The fifth chapter, "Basic Elements and Issues in the Administration of Justice" presents an introductory curriculum which consists of a common body of knowledge for law enforcement personnel, while the sixth chapter "Specialty Skills Curriculum," presents a second curriculum dealing with the practical skills required of the trainee for performance of specific duties of the patrolman aide. A manual for trainee's aide VT 007 932 (ED 027 426) is a related document. (JK)

VT 007 932 ED 027 426
White, Richardson; Stein, John H.
New Careers: The Patrolman Aide. Trainee's Manual.

University Research Corp., Washington, D.C.
Manpower Administration (DOL), Washington, D.C. Bureau of Work-Training Programs
EDRS PRICE MF-$0.75 HC-$7.45
Pub Date - 147p.

*LAW ENFORCEMENT; *POLICE; *SUBPROFESSIONALS; WORKBOOKS; *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION
*NEW CAREERS PROGRAMS; PATROLMAN AIDE

Intended for trainee use during the program and a future reference tool, the manual is in workbook format with a curriculum corresponding to the trainer's manual VT 007 910 (ED 027 422), a related document. The first section, "Generic Issues in the Administration of Justice," deals with an introduction to the administration of justice, and to the civil, administrative, juvenile, and criminal justice systems. The second section, "Specialty Skills Training," covers departmental organization and operation, preventive patrol techniques, investigative techniques, traffic direction and control, arrests and searches, delinquency prevention and control, the police and the public, and testifying in court. (JK)

VT 007 947
Refrigeration Mechanic. A Suggested Guide for a Training Course.

Ohio State Univ., Columbus. Trade and Industrial Education Service
Office of Education (DHEW), Washington, D.C. Manpower Development and Training Program
MF AVAILABLE IN VT-ERIC SET.
OE-87034
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402 (FS5.287:87034, $0.25).
Pub Date - 68 15p.

*PROGRAM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *REFRIGERATION MECHANICS; POST SECONDARY GRADES; CURRICULUM GUIDES; EDUCATIONAL EQUIPMENT; EDUCATIONAL FACILITIES; RESOURCE MATERIALS

This guide was developed to assist administrators and teachers develop and organize courses for refrigerator mechanics in manipulative skills and knowledge necessary for employment. The six major units are (1) Related Occupational and Course Information, (2) Methods of Refrigeration,(3) Refrigerants, (4) Using Pressure Instruments and Charts, (5) Motors and Motor Controls, and (6) Servicing Refrigeration Systems. These are intended for about 1,400 hours of instruction. The teacher should meet state vocational education certification requirements. Students should be high school graduates. Supplementary materials include lists of texts, references, tools, equipment and suggested facility floor plan. (EM)

VT 007 974
Auto Body and Fender Repair. Suggested Course Outline.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.00).
Pub Date - Jan69 68p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO BODY REPAIRMEN; GRADE 11; GRADE 12

This curriculum is for use by teacher and supervisors in vocational courses for auto body repairmen. It was developed by a committee of teachers, supervisors, and teacher educators. Major topics for study and skill development are: (1) frame and body straightening, (2) welding, (3) refinishing, (4) painting, (5) glass installation, (6) upholstery, and (7) fiber glass repair. Each of the 16 units lists student activities, related technical topics, and reference materials. Supplementary materials include an extensive bibliography of films and other aids, suggested program chart headings, and an equipment and tool list. This guide covers a 2-year course for grades 11 and 12. The teacher should be a skilled tradesman. (EM)

VT 007 987
Welding. Suggested Course Outline.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.00).
Pub Date - Jan69 51p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *WELDERS; *WELDING; GRADE 11; GRADE 12; *RESOURCE MATERIALS; EDUCATIONAL EQUIPMENT

This curriculum guide is for teacher and supervisor use with vocational welding programs. It was developed by a committee of teachers, supervisors, and teacher educators. Content units are (1) Attitudes, (2) Safety, (3) Blueprint Reading and Sketching, (4) Flame Cutting, (5) Oxy-Acetylene Welding, (6) Arc Welding, (7) Resistance Welding, (8) Tungsten Inert Gas Welding, (9) Metallic Inert Gas Welding, (10) Welding Equipment, (11) Labor and Management Relations, (12) Applied Math, and (13) Applied Science. Each unit outlines student activities, related technical topics, and reference materials. Supplementary materials include an extensive bibliography of films and other aids and an equipment and tool list. This guide is for a course for juniors or seniors. The teacher should be a skilled tradesman. (EM)

VT 008 000
McDonough, Frances S.
Expanding the Choices Through the Development of Curriculum Materials. A Guide for Building a Course of Study.

Tennessee State Board for Vocational Education, Nashville
MF AVAILABLE IN VT-ERIC SET.
Vocational Curriculum Laboratory, Box 1114, Murfreesboro, Tennessee 37130 ($2.25).
Pub Date - 69 104p.

*STUDY GUIDES; *VOCATIONAL EDUCATION TEACHERS; *CURRICULUM PLANNING; TEACHER EDUCATION; *DISADVANTAGED GROUPS; *ADULT VOCATIONAL EDUCATION

This study guide is for use by teachers who are planning adult vocational education courses for Manpower Development Training (MDT) programs. It was developed by vocational teachers. The purpose of the content is to encourage and guide individual teachers in planning a course of study which is suited to the local needs and situation. Major topics are (1) Parts of a Course of Study, (2) Planning the Course Outline, (3) Related Material, (4) The Four Step Lesson Plan, and (5) Instruction Sheets. Supplementary materials include sample course outlines, lesson plans, instruction sheets, lesson plan forms, job sheets, information sheets, operation sheets, and assignment sheets. (EM)

VT 008 014
Faris, Kamil J.; Hausmann, Joseph G.
Practical Electricity in Refrigeration and Air Conditioning. Part II.

Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($2.00).
Pub Date - Mar68 180p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *REFRIGERATION MECHANICS; *AIR CONDITIONING; *ELECTRICITY; APPLIANCE REPAIRING; REFRIGERATION; GRADE 11

This study guide is for student use in trade and industrial courses for refrigeration and air conditioning maintenance and repair. It was developed by vocational teachers and used in local schools for 2 years before publication. Included are 96 lessons, 42 job sheets, and three essay tests for these major topics: (1) Temperature and Pressure Controls, (2) Time Controls, (3) Solenoids, (4) Safety Switches, (5) Magnetic Starters, (6) Wiring Circuits, (7) Three Phase Wiring, (8) Electrical Tests, (9) Terminal Identification, (10) Trouble Shooting, and (11) Instruments. Each lesson gives an educational objective, instructional information, illustrations, and study questions. Each job sheet gives an objective, a tool list, a material list, and task procedures. The material is to be used by 11th grade male students under teacher supervision for one term. The teacher should have appropriate trade experience and certification. The document is illustrated with schematics, line drawings, and photographs. Part I is available as VT 005 846 (AIM Winter 1968); see abstract for availability information. (EM)

VT 008 029 ED 029 114
Mosley, Thomas C., Jr.
Technical Drawing; An Applied Study--First Year.

Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
EDRS PRICE MF-$1.00 HC NOT AVAILABLE FROM EDRS.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($2.25).
Pub Date - Jul68 266p.

*TEXTBOOKS; *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *DRAFTING; SECONDARY GRADES; POST SECONDARY GRADES

This combined text and study guide is for use by high school and junior college students enrolled in first year technical drawing courses and can also be used by the instructors in conjunction with any standard drawing text. It was developed by the author and tested in local classes before publication. The major sections are (1) Drafting Room Orientation, (2) Introduction to Drawing, (3) Multiview Sketching and Projection, (4) working Drawing Interpretation, (5) Sections and Related Conventions, and (6) Isometric Drawing. Each of the 28 lessons includes objectives, references, textual Materials consist of 12 standard assignments. Illustrations are line drawings and half tones. Supplementary material consist of 12 standard reference tables such as American Standard Association abbreviations, force and shrink fits, and thread standards. (EM)

VT 008 058
Kassoff, Norman C.
Organizational Concepts.

International Association of Chiefs of Police, Washington, D.C. Professional Standards Div.
Institute for Police Management
Department of Justice, Washington, D.C. Office of Law Enforcement Assistance
DOCUMENT NOT AVAILABLE FROM EDRS.
International Association of Chiefs of Police, 1319 18th Street, N.W., Washington, D.C. 20036 ($2.00).
Pub Date - 67 39p.

*SUPPLEMENTARY TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; POLICE; ADMINISTRATIVE ORGANIZATION; *MANAGEMENT; INTERGROUP RELATIONS; *FUNDAMENTAL CONCEPTS

New and dynamic concepts of management and organization are evolving which can be used to improve law enforcement agencies. This instructional booklet was prepared to provide a collection of such concepts from several disciplines. These are discussed under the headings: (1) Concepts of Organization, (2) The Formal Organization, (3) The Informal Organization, (4) Short and Tall Organizations, (5) Span of Control vs Span of Management, and (6) Line and Staff Relationships. (EM)

VT 008 144
Case Studies of Police Department Organization, Management and Functions; Cases 1-8. (Title Supplied)

International Association of Chiefs of Police, Inc., Washington, D.C. Professional Standards Div.
DOCUMENT NOT AVAILABLE FROM EDRS.
International Association of Chiefs of Police, 1319 18th Street N.W., Washington, D.C. 20036
Pub Date - 66 175p.

*RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; CASE STUDIES (EDUCATION); *POLICE; PERSONNEL; MANPOWER UTILIZATION; ORGANIZATION; *MANAGEMENT DEVELOPMENT; *ADMINISTRATIVE PROBLEMS; ADULT VOCATIONAL EDUCATION

Eight case studies concerning the organization, management, and functions of existing police departments in cities with populations ranging from 8,150 to 325,000 are presented. These are based on data collected in a survey by the Field Operations Division of the International Association of Chiefs of Police, Inc. (IACP). Organizational problems such as peer cooperation, supervision and control, fiscal planning, task allocation, and beat configurations are analyzed and recommendations made for improvement in organizational structure, management practices, or division of labor. The case studies are available from IACP and include: (1) Organization, $.50, (2) Organization and Management, $1.75, (3) Manpower Allocation and Distribution, $1.00, (4) Uniformed Patrol, $1.00, (5) Criminal Investigation, $1.00, (6) Staffing and Directing, $.50, (7) Personnel Administration, $1.00, and (8) Civil Control, $.75. (EM)

VT 008 224
Draftsman, Entry. A Suggested Guide for a Training Course.

Office of Education (DHEW), Washington, D.C. Manpower Development and Training Program
MF AVAILABLE IN VT-ERIC SET.
OE-87037
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402 (FS 5.287:87037, $.30).
Pub Date - 68 25p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *DRAFTSMEN; DRAFTING; *ADULT VOCATIONAL EDUCATION *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA

This curriculum guide is for use by administrators and teachers concerned with developing and organizing courses for entry level draftsmen, particularly in Manpower Development and Training Act programs. It was prepared for the Division of Vocational and Technical Education under contract with Oklahoma State University. A topical outline covers: (1) Introduction and Lettering, (2) Mathematics, (3) Materials and Manufacturing Processes, (4) Fundamentals of Drafting, (5) Working Drawings, (6) Auxiliary Views and Sections, (7) Intersections and Development, (8) Screw Threads and Fasteners, (9) Pictorial Drawings, (10) Welding Drawings, (11) Piping Drawings, (12) Electrical and Electronic Drafting, (13) Aeronautical Drafting, (14) Structural Drafting, (15) Architectural Drafting, (16) Map Drafting, and (17) Charts and Graphs. Each unit includes training time, objectives, suggested activities, and references. Supplementary materials include listings of texts, films, equipment, tools, and supplies. (EM)

VT 008 261
Television Trouble Shooting Methods.

Connecticut State Department of Education, Hartford. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
VT-232-T
Pub Date - 66 17p.

*MANUALS; *TRADE AND INDUSTRIAL EDUCATION; *TELEVISION REPAIRMEN; *TELEVISION; *EQUIPMENT MAINTENANCE; TECHNIQUES; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION

This manual is for student and teacher use in television repair courses. It provides outlined procedures for trouble shooting a television set which are based upon: a logical analysis to localize the problem, frequently occurring faults, or easy component tests and adjustments. (EM)

VT 008 292
Mathematics for Bakers. Student Guide Sheets.

Connecticut State Dept. of Education, Hartford. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
VT-220-B
Curriculum Center, Bureau of Vocational-Technical Schools, State Dept. of Education, Room 336, State Office Building, Hartford, Connecticut 06115 (without charge).
Pub Date - 30p.

*BAKERS; *PRACTICAL MATHEMATICS; *WORKBOOKS; *TRADE AND INDUSTRIAL EDUCATION; GRADE 10; WORKSHEETS

This manual is for use by high school students in baking programs. It was developed by teachers, administrators, and consultants and was tested through a 1-year trial in two schools. Units relate to: (1) whole numbers, (2) multiplication, (3) division, (4) fractions, (5) decimals, (6) percentage, (7) denominate numbers and, (8) ratio and proportion. Each section indicates related references, presents basic principles, and poses trade-related questions. The teacher should be a trade or mathematics instructor and students should be at the 10th grade level. (JK)

VT 008 317
Small Engine Repair. A Suggested Guide for a Training Course.

Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
OE-87036
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS 5.287:87036, $.70).
Pub Date - 68 71p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS; *ENGINES; GRADE 11; GRADE 12; ADULT VOCATIONAL EDUCATION
SMALL GASOLINE ENGINES; *SMALL ENGINE REPAIRMEN; MDTA PROGRAMS; MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS

This curriculum guide is for use by teachers and administrators of Manpower Development and Training Act or the Vocational Education Act programs designed to train small engine mechanics. It was developed in a coordinated effort involving industrial representatives and vocational teachers by the U.S. Office of Education. Major sections are: (1) Introduction to the Course, the Occupation and the Industry, (2) Four-Stroke Cycle Engines, (3) Two-Stroke Cycle Engines, and (4) Business Procedures. Each section contains objectives, tool and material lists, instructional procedures, unit outlines, and text suggestions. This 540-hour course was designed for use at the senior high level but is readily adaptable for use with adults. Supplementary materials include a text and audiovisual aids list, practice units, and tool and supply lists. (EM)

VT 008 404
Machine Shops-Job Type. Small Business Bibliography No. 69.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Small Business Administration, 1441 L Street, N.W., Room 100, Washington, D.C. 20416 (Single copies without charge).
Pub Date - Jun68 10p.

*BIBLIOGRAPHIES; MACHINE TOOLS; *SMALL BUSINESSES; *MANAGEMENT EDUCATION; *REFERENCE MATERIALS; MACHINISTS; *MANAGERIAL OCCUPATIONS
*MACHINE SHOPS

This bibliography lists 92 publications, including periodicals, which provide information related to managing a machine shop. Included are government publications, books, trade journals, and indexes. A brief discussion of the factors involved in managing small machine shops is included with sections on owner-management qualifications, kinds of shops, shop equipment, shop financing, and shop location. (EM)

VT 008 932
Davis, Harry F.
Teaching Parliamentary Procedure.

Vocational Industrial Club of Ohio, Inc., Columbus.
MF AVAILABLE IN VT-ERIC SET.
MIS-11
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.60).
Pub Date - 66 35p.

*CURRICULUM GUIDES; SECONDARY GRADES; *STUDENT ORGANIZATIONS; *TRADE AND INDUSTRIAL EDUCATION; *LEADERSHIP TRAINING; *PARLIAMENTARY LAW; YOUTH CLUBS; YOUTH LEADERS
VOCATIONAL INDUSTRIAL CLUB OF OHIO

The purpose of this collection of lesson plans and information sheets is to aid sponsors of vocational-technical clubs in teaching parliamentary procedure. The lesson plans and information sheets cover: (1) recognition by the chair, (2) making a motion, (3) amending a motion, (4) calling for a division of the house, (5) rising to a point of order, (6) tabling a motion, and (7) referring a motion to a committee. Lesson plans give objectives, instructional materials, and instructions for introducing, presenting, and evaluating the lesson. Information sheets contain an introduction, procedure, and sample parliamentary conversation. A sample score sheet for club evaluation is provided. (EM)

GENERAL VOCATIONAL AND TECHNICAL EDUCATION SECTION

VT 001 574
Recommended Occupational Curriculum Offerings.

Educational Service Bureau, Inc., Arlington, Va.
Northern Virginia Technical Coll., Bailey's Crossroads
Virginia Dept. of Community Colleges, Richmond
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr66 183p.

*CURRICULUM GUIDES; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; COMMUNITY COLLEGES; *CURRICULUM
*NORTHERN VIRGINIA TECHNICAL COLLEGE, VIRGINIA

Designed by subject matter specialists and teacher educators from the results of an industrial survey, this occupational curriculum guide is for teacher use in developing community college instructional programs. The project purpose was to develop curriculum offerings for the Northern Virginia Technical College. Content includes curriculums in Air Comfort Technology, Architectural Technology, Automotive Diagnostician, Civil Engineering Technology, Dental Health, Foods Technology, Horticulture, Hotel and Motel Management, Insurance, Mechanical Technology, Medical Related Technology, Merchandising, Nursing, Radio-Television Studio Technology, and Real Estate. The course number, course title, class hours, laboratory hours, credit hours and a brief course description are outlined for each curriculum. An equipment list is included for the automotive diagnostician laboratory, chemistry laboratory, and the biology laboratory. It was recommended that a study be initiated to develop additional curriculum offerings, equipment lists, and space requirements, and that personnel be employed immediately to prepare detailed information for each course of study. (DM)

VT 002 987
Mason, Ralph E.; Haines, Peter G.
Cooperative Occupational Education and Work Experience in the Curriculum.

Interstate Printers and Publishers, Inc., Danville, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.
Interstate Printers and Publishers, Inc., 19-27 North Jackson Street, Danville, Illinois 61832 ($6.75).
Pub Date - 65 518p.

*TEXTBOOKS; *COOPERATIVE EDUCATION; WORK EXPERIENCE PROGRAMS; *VOCATIONAL EDUCATION; *PROGRAM DESCRIPTIONS; TEACHING PROCEDURES; *INSTRUCTOR COORDINATORS; COORDINATION; CURRICULUM; DISTRIBUTIVE EDUCATION; BUSINESS EDUCATION; TEACHER EDUCATION; PRESERVICE EDUCATION; INSERVICE TEACHER EDUCATION; TRADE AND INDUSTRIAL EDUCATION; STUDENT ORGANIZATIONS

The text has as objectives the orientation of guidance personnel, directors of vocational education, supervisory personnel, and school administrators to the methods of organizing and operating high school level cooperative education programs and to aid in both pre- and in-service education of teacher-coordinators. Chapter titles are: (1) Education for Employment In a Changing World of Work, (2) A Brief View of the Development of Vocational Education, (3) Using the Work Environment to Produce Desired Educational Aims, (4) Work Experience Programs for General and Higher Education, (5) Cooperative Occupation Education Programs in the High School, (6) The Teacher-Coordinator and His Job, (7) Planning and Organizing a Cooperative Education Program, (8) Coordination Practices in a New Program, (9) The Teacher-Coordinator's Activities in the On-Going Program, (10) Providing for Effective Related Instruction in School, (11) Youth Organizations in the Cooperative Programs, (12) The Coordinator and Adult Vocational Education, (13) The Distributive Education Program, (14) The Cooperative Office Education Program, and (15) Cooperative Education for Industrial and Technical Occupations. Each chapter contains subject content, questions and projects, and selected references. (MM)

VT 003 646
Brown, Walter C., Ed.
General Related Study Guide, A Course of Study Designed for Students Enrolled in Cooperative Part-Time Vocational Education.

Missouri Univ., Columbia. Dept. of Industrial Education
MF AVAILABLE IN VT-ERIC SET.
Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($1.50).
Pub Date - Oct65 80p.

*STUDY GUIDES; *VOCATIONAL EDUCATION; *VOCATIONAL DEVELOPMENT; SECONDARY GRADES; POST SECONDARY EDUCATION; *STUDENT PROJECTS; *COOPERATIVE EDUCATION

This study guide is for use by students in cooperative education programs involving personal and vocational adjustment courses. This 5th edition was developed by research assistants and a committee of teachers. The content consists of 17 assignment sheets and eight information sheets. Each assignment sheet is keyed to one or more references and provides study questions. The information sheets provide background information not found in the references. The assignment topics are: (1) The Cooperative Occupational Education Program, (2) Effective Study Habits, (3) Working with Others, (4) Employer-Employee Relations, (5) Budgeting Your Income, (6) Saving and Investing, (7) Credit and Money Management, (8) Contracts, (9) Legal Problems in Buying Goods and Services, (10) Using Negotiable Instruments, (11) Paying for Government Services through Taxes, (12) Private Insurance Plans, (13) Social Insurance, (14) Legal Regulations for Young Workers, (15) Labor Unions, (16) Planning Your Career, and (17) Changing Jobs. The coordinator's manual with an answer key is VT 003 647. (EM)

VT 003 647
Brown, Walter C., Ed.
General Related Study Guide, Coordinator's Manual, For Use With General Related Study Guide for Students Enrolled in Cooperative Part-Time Vocational Education.

Missouri Univ., Columbia, Dept. of Industrial Education
Missouri State Dept. of Education, Jefferson City. Industrial Education Section
MF AVAILABLE IN VT-ERIC SET.
Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($1.50).
Pub Date - Oct65 81p.

*TEACHING GUIDES; *ANSWER KEYS; *VOCATIONAL EDUCATION; *VOCATIONAL DEVELOPMENT; SECONDARY GRADES; STUDENT PROJECTS; POST SECONDARY EDUCATION; BIBLIOGRAPHIES; *COOPERATIVE EDUCATION

This guide was developed for use by coordinators of cooperative education programs in personal and vocational adjustment courses. It is essentially an answer key to assignment sheets in VT 003 646, but also contains information on student assignments, suggested teaching aids, suggested guest speakers, and references. Over 30 films are annotated and 16 references are cited. Student assignments are keyed to "Consumer Economics Principles and Problems" by Wilhelme, Heimerl, and Jelley, 2nd and 3rd editions published by Gregg Publishing Division of McGraw-Hill Book Co., Inc. (EM)

VT 006 932 ED 022 962
Agan, R.J., And Others
The Development and Demonstration of a Coordinated and Integrated Program of Occupational Information, Selection, and Preparation in a Secondary School. Final Report. Appendix A.

Paola High School, Kansas. Pilot-Project Instructional Team
Kansas State Univ., Manhattan
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$1.75 HC-$20.95 OEC-5-85-078 08
BR-5-0027

Pub Date - Jul68 417p.

*VOCATIONAL EDUCATION; INTERDISCIPLINARY APPROACH; *TEACHING GUIDES; *OCCUPATIONAL GUIDANCE; *OCCUPATIONS; OCCUPATIONAL INFORMATION; GRADE 11; GRADE 12

These instructional materials ("Commonalities in Occupations," 11th year and "Experiences in Occupations," 12th year) are for teacher use in conducting interdisciplinary occupational education courses for high school juniors and seniors. The development of these materials followed 3 years of pilot experimentation by a team of teachers engaged in an interdisciplinary approach to vocational education. Some of the content objectives are (1) to provide occupational information, selection, and preparation, (2) to identify common and differential aspects of vocation subjects, and (3) to give guidance in self-assessment by students. Some units are (1) Occupational Commonalities Orientation, (2) Observation and Evaluation, and (3) Human Relations: Employer-Employee Relations. The material is designed for presentation by the teacher and each course covers an academic year. Students should be high school juniors and seniors with vocational education as either an interest or an occupational objective. The document is mimeographed and illustrated with drawings, charts, tables, and graphs. A descriptive report related to these materials is VT 006 931 in ARM Fall 1969. (CH)

VT 007 604 ED 025 660
Shirley, Wayne, Comp.
Selected Bibliography.

South Carolina State Committee for Technical Education, Columbia
EDRS PRICE MF-$0.25 HC-$2.00
Pub Date - 66 38p.

*BIBLIOGRAPHIES; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; TEXTBOOKS; MANUALS; SUPPLEMENTARY TEXTBOOKS; INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; REFERENCE BOOKS; LIBRARY MATERIALS; *BOOKLISTS

This bibliography lists approximately 1,100 titles of technical and vocational publications in the following areas: Accounting; Agriculture; Air Conditioning and Refrigeration; Aircraft; Architectural and Building Technology; Arts; Automobiles and Diesels; Biography; Body, Health, and Nutrition; Business; Chemistry; Civil Engineering; Computers; Drafting; Economics; Electrical Engineering; Electronics; English; Fashion; Fiction; Government; Handbooks; Humanities; Industrial Engineering; Machine Tools-Machine Shop Work; Manufacturing, Industrial Processes, and Power; Marriage and the Family; Mathematics; Mechanical Engineering; Metallurgy, Music, Natural Sciences, Physics; Psychology and Psychiatry; Reference; Science; Secretarial; Sociology; Textiles and Textile Machines; and Welding. (CH)

VT 007 834 ED 026 538
Rundquist, Edward A.
Course Design and Redesign Manual for Job Training Courses (First Edition). Research Report SRR 66-17.

Naval Personnel Research Activity, San Diego, Calif. Navy Training Research Lab.
EDRS PRICE MF-$0.50 HC-$5.25
Pub Date - Jan67 103p.

*MANUALS; *JOB TRAINING; *COURSE ORGANIZATION; *COURSE EVALUATION; *CURRICULUM DESIGN; COURSE CONTENT; STANDARDS; INSTRUCTIONAL DESIGN; LESSON PLANS; EDUCATIONAL OBJECTIVES; TASK ANALYSIS; INSTRUCTIONAL IMPROVEMENT; STUDENT EVALUATION
NAVY TRAINING RESEARCH LABORATORY

The course design project was initiated for two reasons: (1) to discover why training courses generally are not designed or improved in accordance with seemingly obvious principles, and (2) to develop a systematic approach to course design that would result in the application of such principles. The major changes to be found in this revision concerned a criterion for stating on-the-job tasks which simplify the design process, greater emphasis on the role of tests in the feedback loop, a new point of view on the statement of objectives, and a general clarification of the steps in the design and redesign process. The 10 steps of the redesign process are: (1) state the course mission, (2) identify the tasks to be learned, (3) establish gross job entry standards for inventory tasks, (4) group the tasks for instructional planning purposes, (5) develop training exercises for each task, (6) state tentative end-of-course objectives, (7) develop lesson plans, (8) integrate lesson plans within and across instructional units, (9) conduct course and evaluate attainment of end-of-course objectives, and (10) improve the course. (CH)

VT 007 906
Aids to Educators from General Motors. Seventh Edition.

General Motors Corp., Detroit, Mich. Public Relations Staff
MF AVAILABLE IN VT-ERIC SET.
Detroit Diesel Engine Division, General Motors Corporation, Training Center, 7707 W. Chicago, Detroit, Michigan 48204.
Pub Date - 68 31p.

*ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *FILMS; *RESOURCE MATERIALS; *AUDIOVISUAL AIDS
GENERAL MOTORS CORPORATION

Supplementary instructional materials which are available from the General Motors Corporation are presented in this annotated bibliography. Included are booklets, charts, films, resource kits, and other materials, listed by subject headings and by corporation divisions. Some typical subject headings are (1) technical education, (2) social studies, (3) economics, (4) vocational guidance, (5) driver education, (6) drafting, and (7) auto mechanics. Complimentary copies of most booklets will be provided in reasonable classroom quantities. Quantity price information is available. Single copies of most materials listed will be sent free if requested on school letterheads. This publication is a revision of VT 004 020 (AIM Fall 1968). (EM)

VT 007 982 ED 027 432
Albracht, James, And Others
Using Existing Vocational Programs for Providing Exploratory Experiences.

West Georgia Univ., Carrollton
EDRS PRICE MF-$0.25 HC-$0.45
Pub Date - Aug68 7p.

*VOCATIONAL EDUCATION; *CAREER PLANNING; HIGH SCHOOLS; OCCUPATIONAL GUIDANCE; PROGRAM GUIDES; ORIENTATION; JUNIOR HIGH SCHOOLS; *COCURRICULAR ACTIVITIES; *PREVOCATIONAL EDUCATION

This program of exploring occupations seeks to use existing vocational programs to help the upper junior high and high school student: (1) understand himself in relation to various occupational roles, (2) plan for achieving his occupational goal, (3) show an awareness of himself as a productive citizen, and (4) learn of the available community opportunities related to existing vocational programs. Existing programs which might be used are shop or laboratory-type classes or cooperative part-time programs. Four phases of activities which may be used for these exploratory experiences are orientation, exploration, applied experiences, and evaluation and follow-up. Examples detailed for these general activities include the following: (1) filmstrips and discussions, (2) observation of shop and laboratory, of on-the-job observation, and field trips, (3) progress reports, participation in voluntary service organizations, and interviews, and (4) post tests, membership in organizations, and participation in work experience programs. (MU)

VT 008 468
Wimmer, Wilson I.
Mathematics for Technicians.

Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($2.50).
Pub Date - Jan68 351p.

*TEXTBOOKS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; *TECHNICAL MATHEMATICS; POST SECONDARY GRADES; ILLUSTRATIONS; STUDENT PROBLEMS

This textbook is for student use in post-secondary technical education courses treating fundamental concepts in arithmetic, algebra, geometry, and trigonometry. It was developed by an individual, reviewed by subject specialists, and tested with actual classes. Major units are titled: (1) The Oblique Triangle, (2) The J Operator, (3) Linear Equations and Determinants, (4) Quadratic Equations and Equations of Higher Degree, (5) Coordinates, (6) Locus, Equation, and Graph, (7) The Straight Line, (8) The Circle, (9) The Conics, (10) Transformation of Coordinates, (11) Basic Elements of Differential Calculus, and (12) Basic Elements of Integral Calculus. Each of the 113 lessons contains an objective, illustrative material, and assignment problems. The material was designed for a 1-year course. Teachers should be college graduates with majors in mathematics. (EM)

VT 008 994 ED (See Nov '69 RIE)
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Spring 1969.

Ohio State Univ., Columbus. Center for Vocational and Technical Education
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.75 HC-$8.70
The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210 ($2.75).
Pub Date - 69 172p.

*ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

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